

# EXHIBIT B

1 IN THE UNITED STATES DISTRICT COURT  
2 FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

3 DAMON CHAPPELLE, :  
4 Plaintiff :

5 vs. : 

6 DAVID VARANO, SUPERINTENDENT, :  
7 SCI-COAL TOWNSHIP; MICHELLE : NO. 11-0304  
8 KODACK, RECORDS SUPERVISOR, :  
9 SCI-COAL TOWNSHIP; DEBORAH :  
10 HERBST, RECORDS SPECIALIST, :  
11 SCI-COAL TOWNSHIP; MR. DUNN, :  
12 UNIT MANAGER, SCI-COAL :  
13 TOWNSHIP; MS. FOULDS, :  
14 COUNSELOR, SCI-COAL TOWNSHIP, :  
15 Defendants :

16 Deposition of: MICHELLE KODACK

17 Taken by : Plaintiff

18 Before : Faith A. Culp  
19 Reporter-Notary Public

20 Beginning : June 20, 2012; 9:26 a.m.

21 Place : SCI-Coal Township  
22 1 Kelley Drive  
23 Shamokin, Pennsylvania

24 COUNSEL PRESENT:

25 JENNIFER J. TOBIN, ESQUIRE  
718 Arch Street, Suite 304 South  
Philadelphia, Pennsylvania 19106  
For - Plaintiff

ERVIN BLANK ASSOCIATES, INC.

**RECEIVED**

**JUL 09 2012**

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ERVIN BLANK ASSOCIATES, INC.

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It is hereby stipulated by and between counsel for the respective parties that sealing, certification and filing are hereby waived; and that all objections except as to the form of the question are reserved to the time of trial.

ERVIN BLANK ASSOCIATES, INC.

1 Q And when did that happen?

2 A About three years ago.

3 Q And was that -- what was that for?

4 A It was personal.

5 Q So it wasn't related to your job at Coal  
6 Township?

7 A No.

8 MR. KEATING: You have to let her finish the  
9 question before you answer. I know you already know  
10 what she's going to ask but for the record we have to  
11 keep sort of separate. It's just a tendency that  
12 people have.

13 BY MS. TOBIN:

14 Q That's a good point. I'm going to just go  
15 over some real quick ground rules echoing what Mr.  
16 Keating just said.

17 So the main rule of depositions is that you  
18 need to wait until I'm done with the question before  
19 you give your answer. I will try to do the same and  
20 wait until you're done with your answer before I ask  
21 another question or ask a follow-up.

22 It's normal for conversations -- for the  
23 deposition to take on a conversational tone but  
24 because the court reporter's writing down everything I  
25 say as I say it and then writing down everything you



1 say, it's good for the record to have a clear record  
2 to have us complete each of our parts.

3 The other main rule of a deposition is that  
4 if you don't understand one of my questions, I need  
5 you to ask me or tell me that you don't understand it,  
6 and then I will rephrase it and hopefully that will  
7 make it clear. And if not, I'll need you to tell me  
8 again, I still don't understand your question. I want  
9 to make sure that if you're answering a question, that  
10 you did understand it. Does that make sense?

11 A Yes, it does.

12 Q Okay. If you need to take a break, let me  
13 know. We can do that. I do anticipate this will be a  
14 relatively long deposition because you're the person  
15 who I think has the most information about this case.  
16 So we might have to take a break. And if you need one  
17 before we have that planned, just let me know.

18 A Okay.

19 Q One thing I'll ask you to do if you do ask  
20 for a break, is to finish whatever question is pending  
21 before you take the break.

22 A Sure.

23 Q And then we'll take a break. If you're  
24 approximating an answer, let me know.

25 A Okay.

1 Q And are you taking any medicines or  
2 medications today that would affect your ability to  
3 answer my questions completely and truthfully?

4 A No, I am not.

5 Q Okay. Any other reason you can think of that  
6 would impact your ability to answer questions?

7 A No.

8 Q Okay. Did you review any documents before  
9 coming to the deposition today?

10 A Briefly I reviewed some policies and  
11 procedures and just a few portions of his file.

12 Q Okay. Which portions of the file did you  
13 review?

14 A The legal section.

15 Q Okay. And do you remember which documents in  
16 particular?

17 A I went through and tabbed his warrant, his  
18 parole board warrant and a letter from the parole  
19 board.

20 Q Okay. And then --

21 A And also -- I'm sorry. I'm sorry. I also  
22 reviewed his federal detainer.

23 Q Okay. We will be talking about those so it's  
24 probably good. And then you said you reviewed some  
25 policies and procedures. Which policies and

1 procedures?

2 A Our release policy and our reception policy.

3 Q Okay. If you could just give me a brief  
4 description, listing of your educational background  
5 after high school.

6 A I attended Bloomsburg University. I didn't  
7 finish. I completed three years towards criminal  
8 justice.

9 Q Okay. And then do you have any other  
10 education besides that?

11 A No.

12 Q Okay. And you did graduate high school?

13 A Yes.

14 Q Okay. Do you have any legal training?

15 A No.

16 Q When you -- did you go straight to Bloomsburg  
17 after graduating high school?

18 A Yes.

19 Q And then after the three years at Bloomsburg,  
20 what was your first job after that?

21 A I was at North Central Secure Treatment Unit  
22 in Danville.

23 Q What is that?

24 A It's a juvenile facility for boys.

25 Q What was your position there?

1 A I was a youth development aide.

2 Q And what did you do in that capacity?

3 A Basically I worked -- I actually worked night  
4 shift and we monitored the boys, did bed checks,  
5 safety checks, that sort of thing.

6 Q Was that similar to -- was it a detention  
7 center?

8 A Yes.

9 Q So it was a lockdown at night?

10 A Yes.

11 Q Okay. How long were you there?

12 A I was there a year.

13 Q And then what was your next job after that?

14 A I was a records specialist. I started here.

15 Q Did you start as a records specialist one?

16 A Yes.

17 Q And what year was that, if you recall?

18 A 2000.

19 Q And for how long were you in that job?

20 A A year. And then I was promoted to a records  
21 specialist two.

22 Q How many levels of records specialists are  
23 there?

24 A Just two.

25 Q And how long were you in the number two

1 position?

2 A I'm trying to think. January of 2007 is when  
3 I became supervisor. So six years.

4 Q Okay. When you were a records specialist  
5 one, who was the records supervisor?

6 A Ray Reeder.

7 Q Was he your direct supervisor?

8 A Yes.

9 Q And how do you spell his last name?

10 A R-e-e-d-e-r.

11 Q And when you were a records specialist two,  
12 was he still your supervisor?

13 A For a very brief time.

14 Q And then who succeeded him?

15 A Don Young.

16 Q And was he your supervisor for the six years  
17 you were in the number two position?

18 A Yes. Yes.

19 Q And so in 2007, you became the records  
20 supervisor?

21 A Yes.

22 Q How many of those positions are there at Coal  
23 Township?

24 A Just one.

25 Q And does each institution have one of those?

1 A Yes.

2 Q Okay. You mentioned in your interrogatory  
3 responses which I have somewhere who your supervisor  
4 was currently. But could you just tell me again?

5 A Her name is Linda Chismar.

6 Q Okay. And where is she located?

7 A She's in our program services building.

8 Q So she's on-site?

9 A Yes. She was actually the woman in front of  
10 me walking up the hallway.

11 Q Okay. So she's not at the central office?

12 A No.

13 MR. KEATING: She works here?

14 THE WITNESS: Yes.

15 BY MS. TOBIN:

16 Q Could you tell me again what her title is?

17 A She's the corrections classification program  
18 manager.

19 Q And that sounds like a very broad job. Does  
20 she supervise other people or just you?

21 A Other people as well.

22 Q So just to get a sense of what your  
23 relationship is with her, what kinds of issues would  
24 you go to her with and how does she perform her  
25 supervisory function with regard to your job?

1           A     She's more so there for issues that I would  
2 have with staff more than anything. It's tough to  
3 explain. The records department -- in my experience  
4 the records department, the program manager that  
5 oversees the records department typically didn't work  
6 in the records department so doesn't know everything  
7 that we do.

8                 Typically I go to her with issues I have with  
9 staff or if I do have something that is pressing with,  
10 you know, a situation with inmates. It's more so  
11 though policy and procedure that I go to her with than  
12 actual individual cases.

13           Q     So not something, a specific problem for one  
14 inmate. But can you give me an example of policy and  
15 procedure that you might go to her?

16           A     If a new policy is put out and I have a  
17 question regarding it, I would go to her for it for  
18 guidance.

19           Q     Is there someone who serves that function --  
20 or do you have any supervisors in the central office  
21 of the DOC?

22           A     They're not considered in my chain of command  
23 but there are -- we have a records administrator and  
24 we also have an assistant records administrator that  
25 we go to with specific questions regarding cases.

1 Q And have you gone to them before?

2 A Yes.

3 Q And do you also -- is there anyone else you  
4 can go to with specific questions besides the records  
5 administrator and the assistant records administrator?

6 A Officially do you mean?

7 Q In any capacity?

8 A I mean I can contact another records  
9 supervisor which I've done already at another  
10 institution if I have questions or want to see what  
11 they think which I've done.

12 Q And anybody else if you have questions about  
13 a particular issue?

14 A If we have legal questions, we can also go to  
15 our chief counsel's office.

16 Q In Mechanicsburg?

17 A Yes.

18 Q Is there somebody at the chief counsel's  
19 office in particular that you deal with or is it just  
20 you call the receptionist and say I have a question?

21 A Typically I deal with Randy Sears.

22 Q And have you gone to them for legal  
23 questions?

24 A Yes.

25 Q Okay. Have you had other employment besides



1 the youth development aide job and then your DOC  
2 employment?

3 A Just as a teenager.

4 Q Okay. Not since you graduated high school?

5 A No. No.

6 Q Okay. I want to just go over what your job  
7 is now. What your job as a records supervisor is now.  
8 And I'm showing you what we will mark as Exhibit  
9 Kodack 1.

10 (Whereupon, a document was produced and  
11 marked as Kodack Exhibit No. 1 for identification.)

12 BY MS. TOBIN:

13 Q If you could take a look at that. Do you  
14 recognize what that document is?

15 A Yes.

16 Q What is it?

17 A That is my job description.

18 Q Before we get into the details of all of the  
19 printed items on the job description, can you tell me  
20 what you consider your main functions as a records  
21 supervisor?

22 A Well, my main function is to -- I oversee  
23 basically the staff in my office and they are all  
24 assigned a caseload. And my main function is to I  
25 sign off on any work that they do. Any sentence

1 computations that are done in our office, any outside  
2 clearance requests that we have, they also go through  
3 our office, releases.

4 Q You mean releases of inmates?

5 A Yes. Yes.

6 Q Okay. Do you sign off, also, on reception  
7 issues, classifications and just processing  
8 receptions?

9 A Classification is done at Camp Hill. We  
10 don't classify inmates here. The inmates' files are  
11 already put together when they come to us. And there  
12 are sometimes issues but for the most part the  
13 specialists themselves just go through the file and  
14 make sure all documentation is there. If they have  
15 issues, then they come to me.

16 Q Okay. So I misspoke. So classifications  
17 that happens when the inmate is first sent to?

18 A Camp Hill.

19 Q Camp Hill?

20 A Yes.

21 Q And then there used to be some other  
22 classification areas in the --

23 A Yes.

24 MR. KEATING: You have to let her finish the  
25 question before you start agreeing with everything she

1 says.

2 THE WITNESS: Sorry.

3 MS. TOBIN: Thank you for the reminder.

4 MR. KEATING: Make it go a little slower but  
5 that's okay.

6 BY MS. TOBIN:

7 Q So you would sign off on your staff's work  
8 with regard to reception?

9 A No.

10 Q Maybe I'm misusing that term. When I say  
11 reception, does that mean anything to you, inmate  
12 reception?

13 A Yes. Yes. That means when we get inmates in  
14 from another institution.

15 Q And does the records department have anything  
16 to do with that --

17 A Yes.

18 Q -- process? What does the records department  
19 do?

20 A When the inmates come in, we identify them  
21 through the use of a body receipt. A specialist is  
22 always present for that. And then we also receive  
23 their files.

24 And when they come in, the specialist  
25 assigned to that particular caseload -- our office

1 does caseload by inmate numbers. The last digit of  
2 the inmate's number belongs to a certain specialist in  
3 my office. And they are -- they're responsible for  
4 those inmates with the numbers ending in whatever  
5 digits they're assigned to.

6 But part of the process is when they come in,  
7 we have a checklist that we go through just to ensure  
8 that commitment orders are in the file, sentence  
9 computation, make sure DNA samples are taken, see if  
10 they need to register for Megan's. Also, to see if  
11 they qualify for Act 143.

12 Q What is that?

13 A Act 143 it's a victim awareness class.

14 Q So backing up just a minute. How many -- I  
15 should have asked this earlier. How many records  
16 specialists do you supervise currently at Coal  
17 Township?

18 A Five.

19 Q Okay. And back in 2009 which is when the  
20 incident underlying this case happened, how many  
21 records specialists?

22 A There were five.

23 Q And how big -- how large are their caseloads?

24 A Well, currently or then?

25 Q Back in 2009.

1           A     We had approximately 2,000 inmates split  
2 among five people.

3           Q     So 400?

4           A     Approximately 400.

5           Q     And then currently has that changed?

6           A     Yes. We have approximately 2,300 inmates.

7           Q     So a few more?

8           A     Yes.

9           Q     Okay. Back in 2009, one of the records  
10 specialists that you supervised was Deborah Herbst?

11          A     Yes.

12          Q     Okay. Who were the others? Do you remember?

13          A     Chris Phobia. I'm trying to remember who all  
14 was there. Heather Yoder, Tim Hummel.

15          Q     If you don't remember, it's okay.

16          A     And I'm trying to remember. We had somebody  
17 leave and somebody else come in, and I'm not sure when  
18 that was.

19          Q     And how -- what was your procedure, what was  
20 your practice of supervising the records specialists?  
21 How did you do that?

22               MR. KEATING: You mean in 2009 or currently?

23               MS. TOBIN: In 2009.

24               MR. KEATING: Or if there's any difference.  
25 I don't know.

1 BY MS. TOBIN:

2 Q In 2009.

3 A Do you mean in regards to their caseload?

4 Q In regards to how you oversaw their work.

5 Did you have meetings every week? Did you make them  
6 come to you before they finalized any piece of paper?  
7 How much oversight?

8 A Anytime they as you put it finalize anything,  
9 it always gets signed off on by myself. Again, I sign  
10 off on all the sentence calculations. I sign off on  
11 all the releases, all the outside clearance screenings  
12 that are done in our office.

13 Q And if you noticed an issue or a problem with  
14 something, what would your next step be after noticing  
15 the issue or problem that was handed to you by your  
16 records specialist?

17 A It all depends what the problem is. There's  
18 different procedures for different issues.

19 Q Did you have office hours where they could  
20 come to you with a problem or ask you to help them  
21 sort something out?

22 A Anytime I'm there. They know they're free to  
23 come in and ask me any questions at any time.

24 Q So they didn't have to finalize a document  
25 and turn it in and find out from you that there was a

1 mistake and then talk with them?

2 A No. No.

3 Q Okay. Would you fix the problem yourself or  
4 would you have them fix it if there was something that  
5 you noticed that they hadn't directly brought to your  
6 attention?

7 A Again, it all depends on what the problem is.  
8 For the most part I would have them correct it.  
9 Because I have to sign off on things, it's better to  
10 have them correct it and then me review it and to sign  
11 off on it.

12 Q Okay. But you would make them aware that  
13 there had been a mistake?

14 A Correct.

15 MR. KEATING: I'm going to object to that  
16 question. You're talking about problems and now  
17 you're talking about mistakes.

18 BY MS. TOBIN:

19 Q Okay. So you'd make them aware that there  
20 was an issue with or a problem with something that  
21 they turned in to you?

22 MR. KEATING: Well, the question was if  
23 someone had a problem, did they come to her and she  
24 was saying what she would do if they came to her with  
25 a problem.

1 MS. TOBIN: Let me rephrase it.

2 MR. KEATING: I don't want her to be  
3 confused. That's all.

4 MS. TOBIN: Sure.

5 BY MS. TOBIN:

6 Q If someone turned a document in to you that  
7 was incorrect, that there was a mistake on it and they  
8 turned it in for you to review it and you went through  
9 and found the mistake which they hadn't previously  
10 discussed anything with you, an issue or a problem,  
11 would your process be to correct it and talk with them  
12 about it, about the mistake or would you just correct  
13 it and move on?

14 A Well, it all depends. Again, it all depends  
15 on what the mistake was. Sometimes with our system  
16 the way our computer systems are it is easier for me  
17 to correct it. But whenever there is a mistake, I  
18 would always show them what they did. I would show  
19 them what -- that there was a mistake and just let  
20 them know that I corrected it and what it was.

21 Q Okay. So you mentioned two major functions  
22 that you see and there may be more and I wanted to  
23 find out about that. Overseeing staff in the office,  
24 signing off on any work that they do including  
25 releases and reception?



1 A Reception, no.

2 Q Not reception. Okay. Does anyone review the  
3 reception process?

4 A Yes. The specialists who are assigned to a  
5 particular caseload, yes. The specialists assigned to  
6 that number is responsible for reviewing the files as  
7 they come in.

8 Q And you don't sign off on that?

9 A No.

10 Q Does anyone besides the specialist sign off  
11 on that?

12 A No.

13 Q And does that also -- is that same procedure  
14 used in cases where the person's coming back after  
15 violating parole? Is that considered reception as  
16 well?

17 A Yes.

18 Q It's not an initial reception but is it  
19 something else?

20 A We just call it a parole violator.

21 Q So when somebody comes back after violating  
22 parole, who handles the documents that -- who handles  
23 that process at the very beginning?

24 A The specialist assigned to that case.

25 Q And does anyone review that specialist's

1 work?

2 A We have what we complete -- we have what we  
3 call a status sheet that we complete when the inmate's  
4 returned as a parole violator. We call it a PVP-16E  
5 is how we refer to it. It's a parole violator  
6 pending. That's what the PVP stands for. And that's  
7 completed.

8 That's what we show as -- that's where we  
9 show the minimum and maximum dates and that's what we  
10 use as a guide basically for their min and max dates  
11 until the parole board recommits them.

12 Q And who completes that form?

13 A The specialist and then I sign off on it.

14 Q And where does the records specialist get the  
15 information that goes on that form?

16 A The PVP?

17 Q Whatever piece of paper, this PVP-16E I think  
18 you called it.

19 A Yes. The PVP-16E it typically just brings  
20 forward his prior min and maximum dates.

21 Q How does it bring it forward?

22 A The system holds all of that information.  
23 Our system holds all of that information and then we  
24 just go ahead and we open up a new document and  
25 basically we just show the computation is pending.

1 Q So a computer system generates a form, the  
2 specialist pushes a button to get the form to print  
3 out?

4 A No. No. It's not that simple. We still do  
5 have to go through the computation just to ensure that  
6 credit was applied. If there's multiple sentences,  
7 that it's applied concurrently or consecutively.

8 Q You have to do that even if it's someone  
9 who's returning --

10 A Yes.

11 Q -- for violating a parole?

12 A Yes.

13 MR. KEATING: You have to let her finish her  
14 question.

15 THE WITNESS: Sorry.

16 MR. KEATING: That's okay.

17 BY MS. TOBIN:

18 Q When you say you still have to go through the  
19 computation, who does that computation? Is that the  
20 records specialist?

21 A Yes.

22 Q And is that computation for someone coming  
23 back from violating parole, is that adding their  
24 street time to their previous controlling max date to  
25 get a new max date?

1           A     Not under the parole violator pending 16E.  
2     No.

3           Q     What kind of computation do you do under the  
4     PVP-16E?

5           A     That is just -- again, we're just bringing  
6     his prior min and maximum dates forward and reflecting  
7     that it's currently pending. It's pending recommit by  
8     the parole board.

9           Q     Okay. So you're not doing any math?

10          A     Right. At that point, no.

11          Q     You're just bringing the old information up  
12     and then the parole board gives you later some kind of  
13     new information that you input into the system?

14          A     Yes.

15          Q     Okay. I'm jumping ahead of myself. I'll ask  
16     you some more questions about that later.

17          A     Okay.

18          Q     Other than those two main categories;  
19     overseeing staff in the office and signing off on  
20     their work, what other main functions do you see for  
21     yourself or do you consider to be your main functions  
22     as a records supervisor?

23          A     My job is to make sure my staff are following  
24     policy and procedure in regards to their job duties.

25          Q     And how do you do that?

1           A     By reviewing their work, by signing off on  
2 all the things that we just discussed, the releases,  
3 the status changes.

4           Q     Okay. Do you -- is part of your job as a  
5 records supervisor to make sure that the file is in  
6 order?

7           A     Yes.

8           Q     And is that the DC-15?

9           A     Yes.

10          Q     Okay. Do you perform any audits of the DC-15  
11 to make sure that all of the documents that should be  
12 in there are in there?

13          A     I wouldn't necessarily call it an audit.  
14 When I'm signing off on a 16E or a release, I make  
15 sure all the documents are in there. That's basically  
16 what I'm doing when I sign a release checklist is  
17 saying that everything's there that needs to be and  
18 everything's in order.

19          Q     Are there other checklists besides the  
20 release checklist or is that pretty much it?

21          A     We have checklists that we use upon  
22 reception. We do use one; although, I don't think at  
23 the time it was the same.

24          Q     Any other major functions for the records  
25 supervisor job?

1           A     No. I think the main function is signing off  
2     on their work. There's other things that I'm  
3     responsible for. I'm also a CLEAN coordinator.

4           Q     What's a CLEAN coordinator?

5           A     The state police criminal history system.  
6     Like to run a rap sheet. I oversee that.

7           Q     So you have access to every inmate's criminal  
8     history?

9           A     Yes.

10          Q     Does that include federal criminal history?

11          A     Yes.

12          Q     And also county?

13          A     Yes.

14          Q     So you can find out what their charges are  
15     and their convictions?

16          A     Yes.

17          Q     And their sentences?

18          A     Yes.

19          Q     Okay. So if you want to take a look now at  
20     the Exhibit Kodack 1. You touched on some of this.  
21     Processing inmate population movement in and out of  
22     the SCI-Coal Township. The first item. What does  
23     that^-- what does that mean?

24          A     Any inmate who comes into the facility or out  
25     does not do so without basically my knowledge or

1 anybody else in my office knowing about it. Any  
2 movement within the inmate population has to go  
3 through our office.

4 Q And why does your office have to do that?

5 A Our office puts out the official count  
6 records for the institution. We track how many  
7 inmates we have. It's broken down by race. And we  
8 track both physical and committed inmates. And that's  
9 our office's -- one of our office's responsibilities.

10 Q And the next item preparing the DC-15 inmate  
11 record jacket for all commitments and maintaining the  
12 security of the DC-15. What is a record jacket?

13 A Basically just this. It's just a folder --

14 Q Okay.

15 A -- that it's in.

16 Q So you maintain the file?

17 A Yes.

18 Q Does the DC-15 include -- I've heard -- in  
19 the documents I've seen references to other DC files  
20 such as the DC-16 and the DC-14. Can you explain the  
21 difference?

22 A The DC-14 is the counselor file. Basically  
23 it's just a mini version of the DC-15 that the  
24 counselors keep.

25 Q Do you maintain that file as well?

1 A No.

2 Q Do you have access to it?

3 A If I requested it, yes.

4 Q Okay. And then the DC-16 what is that?

5 A The DC-16 that's just the DC-16E. That's the  
6 sentence status sheet.

7 Q And is that incorporated into the DC-15  
8 record jacket?

9 A Yes, it is.

10 Q There's no separate jacket for that?

11 A No.

12 Q Okay. The third item, complete a record  
13 check on all inmates prior to prerelease, release or  
14 transfer. Is that the release checklist you were  
15 talking about?

16 A Yes, it is.

17 Q And so what are you looking for when you  
18 complete a record check?

19 A I review their rap sheet, make sure there's  
20 no outstanding arrests or warrants. I review their  
21 sentence structure, make sure all credit has been  
22 applied that was ordered by the judge, make sure that  
23 the sentences are structured appropriately whether  
24 they were ordered concurrent or consecutive. I review  
25 that.



1           Make sure, again, like DNA samples were taken  
2   if they're required to. Also Megan's Law. And,  
3   again, Act 143. Make sure that was completed if they  
4   were required to take it.

5           And if they're paroling, we would also review  
6   their parole orders to make sure the parole orders are  
7   in order with what they were serving to make sure that  
8   all the appropriate sentences that they're being  
9   paroled from, parole's paroling them from are listed  
10   on their parole orders.

11          Q     Do you make sure that they've met their  
12   minimum before they go out?

13          A     Yes.

14          Q     What does it mean certify sentences for  
15   inmates being released using the audit tool?

16          A     Within our DC-16E system, there's what we  
17   call an audit tool. It just -- basically you're going  
18   through and entering all the information from the  
19   sentences and the system double-checks it to make sure  
20   that there were no errors. Make sure there was no  
21   double credit given, to make sure that the sentences  
22   were applied correctly.

23          Q     So all of the inmates' sentences are in the  
24   system and you can look at them and do that check?

25          A     Yes.

1 Q Can you do that at any time or do you have to  
2 wait until there's a release checklist?

3 A It can be done at any time.

4 Q And who else has access to the audit tool?

5 A There's two other specialists in my office  
6 that have access.

7 Q And back in 2009, was the audit tool in  
8 effect?

9 A Yes.

10 MR. KEATING: If you remember.

11 THE WITNESS: I believe so.

12 BY MS. TOBIN:

13 Q In 2009, did Ms. Herbst have access to the  
14 audit tool?

15 A No, she did not.

16 Q And apart from the audit tool, were there  
17 other ways you could go into the system and find the  
18 sentences and the convictions manually or just review  
19 them without some specific computer program?

20 A Could you be --

21 Q If someone didn't have access to the audit  
22 tool, for example, if another employee wanted to check  
23 in the system for the inmate's sentences and  
24 convictions, was that possible?

25 A You mean within the records office or other

1 staff?

2 Q Within the records office.

3 A Yes.

4 Q Okay. And then the next one, work closely  
5 with DOC Central Office Records Chief and Chief  
6 Counsel's Office to receive guidance on questions  
7 related to commitment orders, sentence structures,  
8 release orders, and other matters.

9 Is that what you were talking about  
10 previously where if you had a question or an issue,  
11 you could call someone?

12 A Yes.

13 Q Who would you speak with at the central  
14 office records -- central office records department?

15 A Chuck Roberts is the assistant records  
16 administrator.

17 Q In 2009, was he in that position?

18 A I believe so, yes.

19 Q And who was the records administrator in  
20 2009?

21 A Denise Wood.

22 Q And you could talk to both of them if you had  
23 a question?

24 A Yes.

25 Q How would you communicate with them if you

1 did have a question?

2 A All depends on the importance and if it was  
3 something that I needed an immediate answer on. If I  
4 needed an immediate answer, I would typically call.

5 Q Did you use e-mail, also?

6 A Yes.

7 Q Did you also use memos?

8 A To them?

9 Q Interoffice memoranda?

10 A Within the records office, no, not typically.  
11 We just usually use e-mail.

12 Q And then to Chuck Roberts and Denise Wood or  
13 anyone outside the records office, would you  
14 communicate by phone, e-mail; and then for those  
15 communications would they also be in paper or no?

16 A Phone calls?

17 Q Would you communicate with Roberts and Wood,  
18 for example, at the central office through paper with  
19 a memo?

20 A No.

21 Q Just e-mail and phone?

22 A Yes.

23 Q Okay. And after the issue or problem was  
24 resolved, would a copy of whatever e-mail go into the  
25 file for the inmate that it was related to?

1 A Yes.

2 Q To document that you solved the problem?

3 A Yes.

4 Q If you had a phone call with them, would you  
5 put a note in the file that you had a phone call with  
6 someone outside the office?

7 A It all depends. If it's something that  
8 affects their sentence or if it's something that would  
9 affect that somebody may question down the road and  
10 need to look back and see what was done, yes.

11 Q Would there be any other place other than the  
12 inmate's DC-15 where those communications would be  
13 documented?

14 A No.

15 Q So if it was documented, it would be in the  
16 jacket?

17 A Correct.

18 Q Okay. The next one is communicate with other  
19 criminal justice agencies and the courts as necessary  
20 to inquire into the status of the inmate's sentence  
21 related matters.

22 Who would you contact -- who is a criminal  
23 justice agency that you had dealings with?

24 A When you say criminal justice agency, that's  
25 a pretty -- are you referring to the courts as well?

1 Q For now just asking about the criminal  
2 justice agencies.

3 A We've been in contact with numerous police  
4 departments, the US Marshals, Bureau of Prisons. I  
5 could go on.

6 MR. KEATING: State, local, federal?

7 THE WITNESS: Yes. At pretty much every  
8 level.

9 BY MS. TOBIN:

10 Q So if you had a question that involved them,  
11 you had freedom to contact someone and discuss the  
12 inmate's issue or the question with them?

13 A We had freedom to do it. Just because we  
14 could, doesn't mean that we always get a response from  
15 them, let's put it that way.

16 Q And then the courts. Would you contact state  
17 and federal courts as well?

18 A Yes.

19 Q Regarding what matters?

20 A If there's ever -- a lot of the time we get  
21 commitment orders that there's conflicting information  
22 on that we will call or fax them requesting  
23 clarification.

24 Sometimes we may find out from -- you know,  
25 we may get a letter from someone saying that an

1 inmate's sentence was changed whether it be from the  
2 inmate or a phone call from the inmate's family, and  
3 we have to request the documentation because the  
4 courts don't always send it to us.

5 Q And if you made a request to a court, that  
6 would be in the file as well?

7 A Yes, it would.

8 Q And same thing with the criminal justice  
9 agency?

10 A Correct.

11 Q So any outgoing communication where you were  
12 trying to get information from another entity, that  
13 would be in the DC-15?

14 A Yes, it would.

15 Q You mentioned the daily population reports  
16 earlier and that's -- am I understanding that  
17 correctly that that's who's here, who's leaving, who's  
18 coming? All the inmate movement?

19 A Yes.

20 Q The next one, review the computation data  
21 involving inmate sentence status to ensure accuracy in  
22 sentence structure. What does that mean?

23 A The sentence status that's the inmate's  
24 minimum and maximum dates basically. And, again, that  
25 goes with the sentencing orders, the commitment

1 orders, any credit memos that there may be, recommitts  
2 by the parole board.

3 Q Let me ask you about that. The parole board  
4 has -- you said recommit. What does that mean,  
5 recommit by the parole board?

6 A The parole board has -- like I said, we  
7 complete a PVP-16E. If an inmate's been released on  
8 parole and he violates and they bring him back, they  
9 bring us a parole board warrant and at that time we  
10 put him in what we call PVP status. That's a parole  
11 violator pending. At that time they're awaiting to be  
12 recommitted by the parole board.

13 They can either be recommitted on technical  
14 violations or if they have a new conviction, they can  
15 be recommitted on a new conviction. That's what we  
16 call a CPV or TPV.

17 Q Can they be recommitted on both, a TPV and a  
18 CPV?

19 A Yes, they can.

20 Q So if they violate a parole rule but that's  
21 not a conviction or even a crime, that's one way. And  
22 then after they're convicted of whatever new charge,  
23 that's the CPV?

24 A Yes.

25 Q Can the parole board do that -- is the



1 purpose of the parole board doing that so that they  
2 let you know that this person had a shot, they were  
3 out, they're coming back, and now they have to serve  
4 their original sentence?

5 MR. KEATING: I'm going to object if you're  
6 asking her what the parole board's intent is when they  
7 do that.

8 BY MS. TOBIN:

9 Q What's your understanding of what it means  
10 that the parole board is recommitting someone?

11 A They committed a violation of their parole.  
12 They're bringing them back and ordering them to serve  
13 either the remainder of their sentence or if they were  
14 unavailable to serve -- I don't know how to put it.

15 If they were delinquent at any point during  
16 their parole, they also are required to serve that as  
17 well.

18 Q What does delinquent mean?

19 A If they weren't reporting to their parole  
20 agent and their parole agent was unaware of where they  
21 were.

22 Q So is that considered a technical -- do you  
23 know if that's considered a technical parole  
24 violation, being delinquent?

25 A That I do not know.

1           Q     So that's a chunk -- that could be a chunk of  
2 time that the parole board says they have to serve now  
3 incarcerated?

4           A     Correct.

5           Q     Do you know if that's the same thing as what  
6 I've heard referred to as street time? Is delinquent  
7 time the same thing as street time?

8           A     No.

9           Q     What's the difference?

10          A     My understanding?

11          Q     Yes.

12          A     The delinquent time again, like I said, is  
13 when he wasn't -- if he wasn't reporting to his parole  
14 agent. And the street time is just basically the time  
15 from the time that he left the institution to the time  
16 that he was out on parole.

17          Q     Okay. So if somebody comes back after  
18 violating parole and the parole board recommits them,  
19 who does the calculation of what their new max date  
20 is?

21                     If they had time left to serve on their  
22 original sentence at the point they were paroled, who  
23 does that?

24          A     The parole board.

25          Q     And what's your understanding of what -- how

1 that calculation is done?

2 A All I know is they have their own system.  
3 Kind of like we have our 16E system that they run  
4 dates through and basically get a calculation of how  
5 much whether it be delinquent time or backtime or  
6 whatever that they're to serve.

7 Q But the parole board can't issue a new  
8 sentence?

9 A No.

10 Q So you're really -- is my understanding  
11 correct that you're dealing with the original sentence  
12 plus delinquent time or street time, something when  
13 they were not incarcerated and then any new sentence  
14 after they've been convicted of another crime?

15 A Correct.

16 Q And when would the parole board contact you  
17 to tell you what this new calculation was?

18 A It varies to be honest with you. It can  
19 be -- we have guys that will be here for two weeks and  
20 we'll get a new calculation on them. We have other  
21 guys that have sat for over a year until we get a new  
22 calculation.

23 If they're sitting and they have cases  
24 pending and the parole board does not have technical  
25 violations to recommit them on, they will be sitting

1 in parole violator pending status until those new  
2 charges are either disposed of or they're convicted on  
3 them.

4 Q And does the records department track that  
5 process?

6 A Yes, we do.

7 Q How do you track it?

8 A We use -- we use a couple different things.  
9 We have a paper tracking system. We call it time  
10 files. And then we also have just -- we have a  
11 mainframe that we can print out a report on a monthly  
12 basis or whenever we want and it shows us min and max  
13 dates basically.

14 Q And if someone's been sitting for a year, you  
15 said monthly you track it?

16 A Yes.

17 Q And you notice that they're sitting, they're  
18 still PVP, can you call up the parole board and say  
19 what's going on with this person? What are you doing?

20 A Typically we don't do that, no. Just because  
21 an inmate's sitting for a year, again, like I said, he  
22 may have new charges that are pending. And if I see  
23 he's going back and forth to court, there's -- I know  
24 that's what they're waiting on. They're waiting on  
25 his new charges for him to either be convicted or for

1 those to be disposed of.

2 Q And is that charges either in the state  
3 system or the federal system? Do you track both court  
4 activities?

5 A Yes.

6 Q So if somebody has new federal charges but no  
7 new state charges, then you keep track of that as  
8 well?

9 A Yes.

10 Q Have there been times when you've called the  
11 parole board and said let's talk about this person,  
12 he's sitting here, when you don't understand what's  
13 going on with him? For example, if there are no new  
14 charges pending and there's some status that you don't  
15 understand?

16 A Yes.

17 Q And who do you contact when you do that?

18 A I contact someone from our institutional  
19 parole office.

20 Q Here at Coal Township?

21 A Yes.

22 Q And how many people work at that office?

23 A Currently?

24 Q In '09.

25 A I can't be sure. I think in '09 there was

1 approximately four.

2 Q And if you reached out to them to find out  
3 what was happening with someone, how would you -- what  
4 method of communication would you use?

5 A Either by e-mail or I would pick up the phone  
6 and call.

7 Q And similar to the inquiries that you made  
8 outside of the system, would those be documented, the  
9 communications to the institutional parole office  
10 would those be in the DC-15?

11 MR. KEATING: I'm going to object to that  
12 question. What do you mean outside the system?

13 BY MS. TOBIN:

14 Q Earlier you testified that if you were going  
15 to contact either --

16 MR. KEATING: You mean central office?  
17 Someone outside this institution?

18 MS. TOBIN: Yes.

19 MR. KEATING: Okay.

20 BY MS. TOBIN:

21 Q Those communications would be in the inmate's  
22 file and wouldn't be anywhere else, that's the right  
23 place for them?

24 A Yes.

25 Q Is it the same thing for talking with the

1 institutional parole office, would those  
2 communications be in the inmate's file?

3 A Yes.

4 Q Okay. Would they be anywhere else?

5 A No.

6 Q Okay. So processing requests for criminal  
7 history information in accordance with Criminal  
8 History Information Act. What is that?

9 A The Criminal History Information Act is we  
10 also refer to it as CRHIA. It's basically an act that  
11 dictates to us how we are to log criminal history  
12 information and if it's disseminated.

13 Q And process inactive records in accordance  
14 with applicable provisions of the records retention  
15 schedule. What does that mean?

16 A When an inmate leaves, we're required to keep  
17 their DC-15 on-site for two years and then we purge  
18 certain information.

19 Q Is that in accordance with the Section 3 of  
20 the Policy 11.5.1, the filing procedures or is that a  
21 different one?

22 A No. That's different.

23 Q What's the -- what tells you what to purge  
24 and what to keep?

25 A The records retention schedule.

1 Q Okay. Is there another name for that or is  
2 that --

3 A That's pretty much it.

4 Q Okay. Coordinate release processing with the  
5 PBPP. Is that the parole board?

6 A Yes.

7 Q And I'm reading the rest of this. Signature  
8 of both the records specialist and records supervisor  
9 is required. This is to be completed within six  
10 working days. Is that the process you were talking  
11 about earlier where you have a release checklist?

12 A Yes.

13 Q Respond to inmate request slips and interview  
14 inmates to explain responses when necessary. And how  
15 would you respond to the request slips typically? How  
16 does that -- let me start with a broad question. How  
17 many request slips do you get?

18 A On a weekly basis we get --

19 MR. KEATING: No. Do you get?

20 THE WITNESS: Do I get?

21 MS. TOBIN: No. No. The records department.

22 MR. KEATING: Okay. You said you.

23 BY MS. TOBIN:

24 Q How many records department request slips do  
25 you get?



1 MR. KEATING: Does the records department  
2 usually get?

3 MS. TOBIN: Yes.

4 THE WITNESS: Anywhere from 25 to 30 a week.

5 BY MS. TOBIN:

6 Q And who handles those?

7 A It all depends. Sometimes the specialists  
8 will handle them. Sometimes I handle them. It  
9 depends on the issue.

10 Q And similar to your other duties of  
11 overseeing and signing off on your specialists' work,  
12 do you review the specialist's responses to those  
13 before the specialist responds?

14 A Not all of them.

15 Q And how is it determined whether you review  
16 it or not? Is it up to the specialist whether he or  
17 she wants you to?

18 A They use their own discretion. They know  
19 what -- if they have a question about something that  
20 an inmate's asking, they'll come to me and ask.

21 Q And then interviewing inmates. When do you  
22 do that?

23 A If we have sentencing issues with an inmate  
24 or we register them for Megan's law, our office does  
25 that as well. I'll see them for the Megan's law.

1 Also, if an inmate has a question regarding his  
2 sentence, I can meet with them and discuss any issues  
3 that they have.

4 Q And that includes issues related to credit,  
5 sentence credit?

6 A Yes.

7 Q How often do you meet with the inmates, you  
8 in particular?

9 A Not that often. Typically I don't get many  
10 requests to meet with them and go over sentence  
11 structure. If it's something ongoing that I see that  
12 an inmate is continuously writing requests saying he  
13 doesn't understand something, I will contact his  
14 counselor to meet with him.

15 Q So you'll meet with him and his counselor or  
16 just him?

17 A I try to meet with him and the counselor that  
18 way the counselor's there and, you know, maybe they  
19 may understand something that the inmate doesn't and  
20 the inmate can go to him.

21 Q Can the counselor request that kind of  
22 meeting? If the counselor knows that the inmate has a  
23 sentence issue, can the counselor approach you and say  
24 hey, I think you should talk to this person?

25 A Yes.

1 Q Has that happened in the past?

2 A Yes.

3 Q What about the unit manager? Can the unit  
4 manager also request a meeting with you?

5 A Yes.

6 Q And the superintendent can ask to meet with  
7 you as well?

8 A Yes.

9 Q Where do you have those meetings?

10 A It all depends. A lot of the time we'll do  
11 them in our reception area. If the reception area is  
12 busy, I'll go up to the counselor's office and we'll  
13 sit in the counselor's office.

14 Q Can the inmate come to -- actually, is the  
15 records office the office right outside where we're  
16 sitting?

17 A No. The records office is down front. It's  
18 right -- it's in the lobby. It's right off of the  
19 lobby.

20 Q Can an inmate come knock on your door and say  
21 hey, I've got a problem. I need to talk to you?

22 A Absolutely not.

23 Q How does an inmate get to talk to you?

24 A Either by writing me a request or again,  
25 approaching their counselor and their counselor can

1 call me.

2 Q So the inmate can't just make a spontaneous  
3 appearance at your door?

4 A No.

5 Q The next one is attending and testifying at  
6 judicial hearings as required. What does that -- what  
7 judicial hearings do you go to?

8 A A lot of times we have extradition hearings.  
9 We may have an inmate with an out-of-state detainer  
10 that they're being released to and they have to waive  
11 extradition. So those are typically the ones that we  
12 have to testify at.

13 Q Maintaining time files and alpha indexes.  
14 You mentioned time files briefly earlier. But if you  
15 could just explain what that is in comparison to a  
16 DC-16 file.

17 A Basically it is the DC-16. It's another copy  
18 of a DC-16E kept in a separate area according to month  
19 and year.

20 Q Where's it kept?

21 A Just in a filing cabinet in the office.

22 Q So in addition to the DC-15 containing that  
23 information, there's another place?

24 A Correct.

25 Q And then what's an alpha index?

1           A     The alpha index is -- it's hard to explain.  
2     It's just index cards basically and we track inmates  
3     that are out to court.

4           Q     So if they leave the institution, you have a  
5     card file?

6           A     Yes.

7           Q     Do you have -- does the alpha index include  
8     inmates who have been released or who are coming up  
9     for parole or any other reason?

10          A     No.

11          Q     What's the purpose of tracking inmates who  
12     are out to court?

13          A     That affects our count. We track -- like I  
14     said before, we track inmates that are physically here  
15     and inmates that are committed here. If they're not  
16     physically here, we still track them on our committed  
17     count.

18          Q     So they're either physically here or they're  
19     supposed to be here?

20          A     But they may be out to a county for court.

21          Q     So if the inmate were going out to any court,  
22     even federal court, you would use the alpha index?

23          A     Correct.

24          Q     Would the -- would there be a duplicate of  
25     the alpha index information in the DC-15?

1 A No, there's not.

2 Q So you know if they're coming and going?

3 A Yes.

4 Q What monthly reports do you prepare?

5 A I prepare -- I have a pending release report.  
6 It's basically a report that I print out from our  
7 system. It gives us the min, max, and recomputed max  
8 dates. I do nine months out.

9 Q And those are people who are pending release  
10 for what purpose?

11 A Parole, max out.

12 Q And how do you use that? How are those  
13 reports used either by you or by anyone in the  
14 institution?

15 A They're used by our parole office. They use  
16 that to prepare their parole staffing memos to see  
17 who's coming up for parole to start preparing their  
18 documentation and the same for the counselors as well.

19 Q And what information is contained in -- you  
20 said it's the min and max date and the recomputed max  
21 date?

22 A Yes.

23 Q Any other information in that monthly report?

24 A Just identifiers for the inmate; name, date  
25 of birth, inmate number.

1 Q And you said you do nine months out. What's  
2 the reason behind that?

3 A That gives them ample time to prepare reports  
4 and to see them. I believe they do judge's letters  
5 and DA letters, that sort of thing.

6 Q So the institutional parole office gets a  
7 copy of the monthly report?

8 A Yes.

9 Q And then does the unit team get a copy as  
10 well?

11 A The unit managers get it.

12 Q Okay. And why does the unit manager get it?

13 A It's their job to oversee basically I guess  
14 what their counselors are doing and just gives them  
15 kind of a heads up.

16 Q So that everyone who has -- every unit  
17 manager person or unit team person who has contact  
18 with this inmate who's on the report knows what's  
19 going on with him?

20 A Yes.

21 Q Coming up in nine months this is -- he's  
22 going to go for parole. How is a max out report  
23 different, if at all?

24 A They're on the same report. Everything's  
25 printed on the same report. Max out report is just

1 basically, again, it just shows you who's maxing out.  
2 Who's going to be completing their sentence.

3 Q In nine months?

4 A Right.

5 Q And is there some kind of tickler system so  
6 that you make sure that that actually happens or you  
7 do the report nine months out and then what do you do  
8 in the intervening nine months?

9 A There's also other reports that are done as  
10 well. We also do max out reports. Those are done  
11 three months out. Those are completely separate from  
12 this report. And then also the specialists run  
13 reports on their caseloads on a monthly basis to see  
14 if anybody's been added to those reports.

15 Q And this is the -- the max out report is  
16 based on what date? The controlling max date?

17 A Yes. And also if there is a recomputed max  
18 date, they're also on there as well.

19 Q Are these reports archived?

20 A Yes.

21 Q So would you be able to pull the reports for  
22 Mr. Chappelle?

23 A No. They're only kept for two years.

24 Q And then what happens to them?

25 A They're destroyed. They're basically



1 shredded.

2 Q Okay. And they're just circulated to these  
3 various staff people so that they know what's coming  
4 up?

5 A Yes.

6 Q Any other monthly reports?

7 A No.

8 Q Just the pending and then the max out which  
9 is three months?

10 A Yes.

11 Q Supervise and train records specialists. Is  
12 there a special training curriculum for them?

13 A No.

14 Q How do you train them?

15 A As they start I basically give them -- I  
16 guess I ease them into certain things. I'll go  
17 through a file with them and show them what's  
18 contained in a file.

19 Filing is one of the first main things that  
20 they get to do that way they can become familiar with  
21 the file and see where the documents go. Then it's  
22 typically I'll review incoming files with them, show  
23 them what we're looking for when inmates are coming  
24 into the system. And then we'll start on status  
25 changes, the 16E's as they come in.

1           And after -- the only other training that we  
2     get really is the CLEAN training because you have to  
3     become certified in order to run the rap sheets.

4           Q     And not every records specialist gets that?

5           A     Yes. Yes, they do. It's a job requirement.

6           Q     Okay. So the records specialists can also  
7     use CLEAN to -- is CLEAN a computer system?

8           A     Yes. It's the state police system.

9           Q     Okay. So records specialists can go into  
10    that to get information about sentences, charges,  
11    convictions?

12          A     As long as it's there, yes.

13          Q     Okay. Skipping down to researching  
14    unreported dispositions. What does that mean?

15          A     A lot of the time on a rap sheet you'll have  
16    an inmate that was arrested and it'll just say  
17    disposition unreported. So basically the agency that  
18    arrested him never entered what happened with the  
19    case. So we would have to contact either the  
20    arresting agency or the courts or now we have access  
21    to JNet. We can pull up JNet and see what happened  
22    with that case.

23          Q     What's JNet?

24          A     It's basically a court system. It's a system  
25    that all the courts enter their information and we can

1 go in and look and see what happened with a particular  
2 case.

3 Q Is that state court or federal court?

4 A State court.

5 Q Do you have access to a similar system for  
6 federal courts?

7 A No, I do not.

8 Q How do you track -- keep track of if an  
9 inmate has a federal sentence in addition to a state  
10 sentence?

11 A Typically federal sentences are always  
12 applied as detainers and we really don't track them.  
13 The only time that an inmate would be serving a  
14 federal sentence at the same time they're serving a  
15 state sentence is if the Bureau of Prisons actually  
16 provided us with a calculation.

17 MR. KEATING: Is the Bureau of Prisons  
18 federal?

19 THE WITNESS: Yes.

20 MR. KEATING: As opposed to Department of  
21 Corrections?

22 THE WITNESS: Correct.

23 BY MS. TOBIN:

24 Q So they're always applied as a detainer.  
25 Does that mean that if an inmate's in your institution

1 and he has a federal sentence, that means he's going  
2 to go do his federal sentence after he finishes his  
3 state sentence?

4 A Yes.

5 Q So the detainer is so you all don't release  
6 him to the street?

7 A Correct.

8 Q So if an inmate's in your institution serving  
9 a state sentence and has the detainer, you would be as  
10 a records person in the records office you could look  
11 at that detainer and see what it's for?

12 A Correct.

13 Q So his time in the institution would be  
14 credited to his state time?

15 A Correct.

16 Q Not -- you don't have any authority to credit  
17 it to his federal?

18 A No, I do not.

19 Q Okay. And who does the actual research of  
20 the unreported dispositions? Is that the records  
21 specialist?

22 A For the most part, yes. I do some as well.

23 Q And is the purpose for doing that to make  
24 sure that you've actually got somebody who is  
25 sentenced, who actually has a conviction?

1 A No.

2 Q What's the purpose for doing that?

3 A The purpose of that is to make sure there's  
4 no additional sentences out there that we're missing.  
5 As far as I'm concerned as long as I have a commitment  
6 order for that inmate, he's here. He's here legally.

7 Q Is that the DC-300B?

8 A Yes.

9 Q So that's to make sure that you have  
10 everything, all of the sentences?

11 A Yes.

12 Q Actually, it would be all of the state  
13 sentences?

14 A Correct.

15 Q So if someone has a federal sentence that you  
16 don't know about and there's no federal detainer, you  
17 don't have another process by which you look for that?

18 A Yes. When we run his rap sheet, it also  
19 brings up federal arrests. If we do see that he was  
20 sentenced maybe in the time that he was here or prior  
21 to him being here and there's a lengthy sentence that  
22 exceeds the time that he spent here, we would contact  
23 the Feds for that information.

24 MR. KEATING: See if they still want him?

25 THE WITNESS: Yes.

1 BY MS. TOBIN:

2 Q And that would be in the case where -- just  
3 so I'm understanding correctly. A lengthy sentence  
4 that you said exceeds the time that he's been in the  
5 state DOC?

6 A Yes.

7 Q So can somebody get federal sentence credit  
8 time for time that they're here in the state system?

9 A I don't know.

10 Q So that would be something that the federal  
11 court would determine?

12 A Correct.

13 Q So you all wouldn't --

14 MR. KEATING: I'm going to object to that.  
15 That's really a legal question that gets very involved  
16 about how concurrent and consecutive federal and state  
17 sentences work. And it does get very complicated.

18 MS. TOBIN: Sure. Let me just ask it a  
19 different way in terms of how you deal with people who  
20 have both.

21 MR. KEATING: Go ahead.

22 BY MS. TOBIN:

23 Q In terms of your involvement and your  
24 tracking for how long they have to stay here, is it  
25 accurate to say that once they're done with their

1 state sentences, they either have a detainer and they  
2 go to the Feds or go somewhere else to maybe another  
3 state or they get released? You don't try to manage  
4 another legal system's sentences for them, do you?

5 A No.

6 Q Okay. Thank you. That helps me understand.  
7 Because I know it does get complicated.

8 MR. KEATING: They max out, you don't have a  
9 detainer. You don't have a problem getting rid of  
10 them?

11 THE WITNESS: Correct.

12 BY MS. TOBIN:

13 Q Okay. So the decision making section of the  
14 job description says responsible for making all  
15 decisions regarding the supervision of the records  
16 office. That seems pretty self-explanatory.

17 If anyone has like questions, your decision  
18 and you have to rethink it, where would -- who can  
19 question or bring an issue to you about a decision  
20 that you've made? Who has the authority?

21 A Within my office or out?

22 Q Within the whole DOC.

23 A Anybody for that matter. Anybody really.  
24 Anybody can question a decision I make.

25 Q But you're the person that makes the

1 decision. The buck stops with you in terms of the  
2 records office?

3 A Again, it would all depend on what that  
4 decision was and how involved it is. You know, there  
5 are certain things that -- I don't know exactly what  
6 you're referring to.

7 Q I'm just trying to get --

8 A Decisions based on what?

9 Q On sentences, sentence computation, dealing  
10 with inmates, complicated issues.

11 A I'm very open.

12 MR. KEATING: I'm not sure that's an actual  
13 question. Could you put that in a question form?

14 BY MS. TOBIN:

15 Q Is there any point at which -- well, I'll  
16 withdraw that question because it is kind of unwieldy,  
17 and I may have a better question later down the line.

18 So the essential functions section touches on  
19 a lot of what you've just explained. The first item  
20 is verify legality and accuracy of court orders. How  
21 do you do that?

22 A Again, like I said, a lot of the time we  
23 verify the court orders, make sure there's a seal,  
24 make sure it's original. Accuracy. We are putting  
25 our faith basically in the court system that they



1 provided us with the correct information.

2 Again, if there's no conflicting information,  
3 I don't question it. If I have say two different  
4 orders for the same inmate and -- I will question it  
5 if there's a difference. A lot of times we'll get  
6 multiple orders for the same case sometimes for an  
7 inmate. And if there's a difference on the orders, I  
8 will question it.

9 Q And then the court orders, again going back  
10 to the distinction between federal and state, is that  
11 just for state court orders or do you also check on  
12 the legality and accuracy of federal court orders?

13 A Again, that goes back to it all depends if I  
14 have conflicting information. Legality or to verify  
15 whether it's an original. The Feds always sign their  
16 orders and they're always on pink paper. It's hard to  
17 explain.

18 Q But you have the tools available to you and  
19 you have the authority and the responsibility of  
20 making sure that the court orders are accurate and  
21 true?

22 A Yes.

23 Q If someone's here?

24 A Yes.

25 MR. KEATING: You mean if the order itself is

1 a valid order?

2 MS. TOBIN: Yes.

3 THE WITNESS: Yes. Accuracy, that's a very  
4 broad term and it's kind of difficult to --

5 BY MS. TOBIN:

6 Q But you can call up the court if you need to?

7 A Again, if I have a question. If there's --  
8 if I think that there's something conflicting, yes.

9 Q And have you done that in the past?

10 A Yes.

11 Q Access the inmate records system. Is this  
12 the computer system you were referring to earlier?

13 A Yes.

14 Q Is that called anything else other than  
15 inmate records system?

16 A Sometimes we refer to it -- it's in our  
17 mainframe. We have what we call a mainframe and  
18 that's within our mainframe.

19 Q Is there any part of the inmate record system  
20 that you don't have access to as a records office  
21 supervisor?

22 A No.

23 Q What about a records office specialist? Is  
24 there a part that he or she does not have access to?

25 A No.

1 Q The CLEAN terminal you've explained.  
2 Fingerprints and photographs inmates. Is that when  
3 they first come in?

4 A We don't fingerprint. If they're coming from  
5 another institution, we don't fingerprint them. But  
6 if they're paroled, if they're coming in off of the  
7 street as a parole violator, we will.

8 Q Interviews inmates. We discussed that  
9 earlier. Computes and recomputes sentence structure.  
10 What's the difference between a sentence calculation  
11 and a sentence structure? I've read those two terms  
12 in the documents that were produced in discovery.

13 A The sentence structure is the actual -- it  
14 gives you the sentence date, the effective date which  
15 the effective date is typically the sentencing date  
16 less any credit. It gives you the minimum date and  
17 the maximum date. It shows you the actual sentence  
18 itself. When he started the sentence, when he was  
19 sentenced. His min date and his maximum date. The  
20 sentence computation is that what you were asking  
21 about?

22 Q I've seen sentence calculation and I've seen  
23 computation as well.

24 A The sentence calculation basically refers to  
25 the same thing. Different people use different

1 terminology.

2 Q You change the data on the DC-16E. You  
3 mentioned that before. We'll look at some of those.  
4 Access the PC terminal and control. Is that to get  
5 access to the inmate record system?

6 A No. Basically our control center has a CLEAN  
7 terminal right in their control center in their area.  
8 And because I'm the CLEAN coordinator, I have to check  
9 on it once in a while.

10 Q Supervise and instruct records specialists.  
11 Anything else that's not in this job description that  
12 you do on a regular basis as a records supervisor?

13 A No.

14 Q If you think of anything in the course of the  
15 deposition, let me know.

16 A Okay.

17 Q And actually, that's one of my normal  
18 instructions. If you ever have need to supplement or  
19 amend an answer as we go down, oh, I remember this,  
20 that's perfectly fine. We can do that.

21 A Okay.

22 Q Sometimes you don't remember everything at  
23 the time the question is asked. So in terms of the  
24 other job duties, I'm going to show you what I'll mark  
25 as Exhibit Kodack 2.

1 (Whereupon, a document was produced and  
2 marked as Kodack Exhibit No. 2 for identification.)

3 BY MS. TOBIN:

4 Q I'm showing you Kodack 2. Do you recognize  
5 what that document is?

6 A Yes. That's our policy.

7 Q This is the --

8 A Reception policy.

9 Q Reception policy. And this is a pretty  
10 lengthy document. Is this what you have to go by in  
11 terms of what you do when an inmate comes into the  
12 institution?

13 A Yes.

14 Q And is there another -- is there any other  
15 policy that deals with that or is this it?

16 A That's it.

17 Q On the first page there's an -- under Section  
18 A for initial receptions, item 1.C., reviewing the  
19 sentencing order and commitment form to ensure  
20 authenticity. Where do you actually get the  
21 sentencing order or commitment form from?

22 A Let me just say if you actually look at this  
23 document, this is actually referring to the entire  
24 diagnostic and classification procedures. This isn't  
25 referring to after he's been classified. These first

1 few pages are all regarding his classification  
2 process.

3 Q I see. At the top?

4 A Yes.

5 Q Shall be received at the Diagnostic and  
6 Classification Center.

7 A Yes.

8 MR. KEATING: Is that at Camp Hill?

9 THE WITNESS: Yes.

10 MR. KEATING: Everyone who does a state  
11 sentence has to go through Camp Hill first; is that a  
12 correct statement, to be classified if they're not a  
13 parole violator being returned?

14 THE WITNESS: Graterford and Pittsburgh can  
15 also receive them.

16 MR. KEATING: What about Coal Township?

17 THE WITNESS: No. We cannot.

18 BY MS. TOBIN:

19 Q Okay. So I see this section one, processing  
20 of receptions. The top paragraph refers to the DCC  
21 and under item one it says when an inmate is delivered  
22 to the department, the records office. Is that a  
23 different records office than the Coal Township  
24 records office then?

25 A Yes.

1 Q That's the DCC records office?

2 A Yes.

3 Q Okay.

4 MR. KEATING: Where are the DCC's? What  
5 institutions? Camp Hill?

6 THE WITNESS: Yes. Camp Hill, Pittsburgh,  
7 Graterford, and for females Muncy.

8 MR. KEATING: They're the only ones who have  
9 DCC's?

10 THE WITNESS: Correct.

11 BY MS. TOBIN:

12 Q So this first part under A.1. on page -- at  
13 the bottom 1-1, this first part is not done by you?

14 A Correct.

15 Q This is done before they get to Coal  
16 Township?

17 A Correct.

18 Q Okay. And also item number three, the  
19 records office shall check for prior commitments.  
20 That's done by the DCC records office?

21 A Correct.

22 Q Okay. I'm flipping over. Item five is it  
23 the same situation, the records office at the DCC  
24 conducts a reception interview?

25 A Correct.

1 Q Okay. So at the bottom of page 1-3, item  
2 eight, within five working days of an inmate's  
3 reception -- and I'm reading that to mean at the  
4 DCC^-- the records office shall -- and then the next  
5 page -- organize the DC-15 according to the procedures  
6 outlined in Section 3 which are the filing procedures.  
7 Notify the inmate's assigned counselor about being a  
8 registered sex offender and review the commitment  
9 papers. That's all done at the DCC records office?

10 A Yes.

11 Q And so that assigned counselor is just a  
12 temporary counselor at the DCC, it's not the ultimate  
13 institutional counselor?

14 A Correct.

15 Q Okay. And then item nine, all initial  
16 reception inmates' commitment orders will be sent to  
17 the Central Sentence Computation Unit. Where is that?

18 A That is -- currently it's in Mechanicsburg.

19 Q And when did that start happening? Has that  
20 always been the case that it went to the Central  
21 Sentence Computation Unit?

22 A No, it has not.

23 Q When did that change?

24 A This is my best guess. I'm going to say it  
25 was around 2005.



1 Q So prior to 2005 -- and counsel's indicating  
2 the date on the policy.

3 MR. KEATING: It says revised November 2008  
4 and that's in bold. I would assume that the bold  
5 parts are the revised parts but that doesn't mean the  
6 CSCU wasn't in existence. So if it's 2005, that  
7 sounds about right.

8 BY MS. TOBIN:

9 Q So starting in 2005, the commitment orders  
10 and is that the DC-300B form?

11 A Yes.

12 Q That would go to the central place and they  
13 would do the -- they would double-check that,  
14 double-check the commitment order?

15 A Yes.

16 Q Okay. Did that eliminate the need for you at  
17 the institutional level to double-check the commitment  
18 order or did you also have to still check the DC-300B?

19 A They did change policy to say that we're not  
20 required to check it, correct.

21 Q Okay. And then on number ten, upon  
22 notification that the DC-16E has been completed and  
23 receipt of the original orders, the institutions will  
24 prepare and distribute appropriate documents to  
25 necessary departments for the classification process.

1 What institutions is that referring to?

2 A That's for diagnostic because it is referring  
3 to the classification process.

4 Q So that means the DCC will prepare and  
5 distribute the documents?

6 A Correct.

7 Q So all of this is happening, you haven't even  
8 seen the inmate yet?

9 A Correct.

10 Q You don't have his file?

11 A Nope.

12 Q His file is being made there?

13 A Yes.

14 Q Okay. Item B, parole violators, at the  
15 bottom of 1-4. The Pennsylvania Board of Probation  
16 and Parole District Office will contact the facility  
17 to notify staff that they will be returning a parole  
18 violator. And is that facility does that refer to the  
19 actual DOC institution such as Coal Township?

20 A Yes.

21 Q So they're not calling the DCC at this point.  
22 The parole department will call Coal Township?

23 A Correct. Each institution has a district  
24 which they accept parole violators for. Ours is  
25 Williamsport.

1 Q Okay. And that's referring to the parole  
2 district?

3 A Correct.

4 Q Who do they notify? It says notify staff.

5 A The records office.

6 Q Okay. They will be returning a parole  
7 violator including community parole center program and  
8 out-of-state parole violators.

9 And then on page 1-5, item one says the  
10 records office shall. Now, that's referring to the  
11 institution records office?

12 A Yes.

13 Q Okay. And it goes through a list of parole  
14 documents that you are required to collect relating to  
15 the reception?

16 A Yes.

17 Q Now, all of these -- do you collect all of  
18 these for the inmates or do you collect some of them?  
19 Which ones?

20 A Typically the one that we require that we're  
21 most interested in is the warrant to commit and  
22 detain. If they don't have one, they're not bringing  
23 the inmate in.

24 Q And at what point do you collect these?

25 A When they bring the inmate in.

1 Q Okay. And if they show up with someone and  
2 they don't have it, what do you do?

3 A I'll turn them away. They need to go get me  
4 one.

5 Q Have you done that before?

6 A Yes.

7 Q And why is that?

8 A I can't accept one. If they don't have  
9 paperwork to show me that they're violating him, I  
10 can't accept him because as far as I'm concerned I  
11 don't have reason to detain him then.

12 Q What about the notice of charges and hearing.  
13 Do you collect that at that time?

14 A Yes. They don't always have it, but yes.

15 Q And if they don't have that, is that a reason  
16 to rebuff someone?

17 A No.

18 Q But you do have to have it in the file?

19 A Yes. Yes. We will get that at some point.

20 Q Is it your responsibility to follow-up with  
21 them to make sure that you get that?

22 A Yes. And actually, since 2009, that's  
23 actually available that we can print it out.

24 Q And you have access to the computer system to  
25 print that out?

1 A Yes. The parole board made it available that  
2 the DOC can print that out.

3 MR. KEATING: Which one are we talking about?

4 THE WITNESS: This one. The 257N.

5 BY MS. TOBIN:

6 Q But in 2009, for this case we're talking  
7 about the time period in roughly April of 2009, did  
8 you have computer access at that point?

9 A No.

10 Q Okay. And then the technical violation  
11 arrest report. The 257T. Is that something that you  
12 need?

13 A We don't require it, no.

14 MR. KEATING: When they first come in?

15 THE WITNESS: Correct.

16 BY MS. TOBIN:

17 Q Do you have to get it at some point or is  
18 it^--

19 A It's only if they're being brought in only on  
20 technical violations.

21 Q If no new charges at all?

22 A Correct.

23 Q And in the criminal arrest and disposition  
24 report, the PBPP-257C, is that required?

25 A It's not -- we don't require them to have it

1 when they bring them in, no.

2 Q Are you required to follow-up later and get  
3 it?

4 A No. No.

5 Q And then the return of parole violator  
6 report, the PBPP-227, is that required at the time?

7 A No.

8 Q So when you're following up and getting  
9 whatever documents you get, where do you get those  
10 from? Who gives those to you?

11 A We typically contact the institutional parole  
12 office.

13 Q Do you know where they get the documents  
14 from?

15 A They get them from their district office.  
16 Whatever district that inmate was in, they'll get them  
17 from that office.

18 Q And then the summary of adjustment, the 257H.  
19 It says it is forwarded to the facility record office  
20 prior to the first level hearing and within 14  
21 calendar days of the PV return for cases detained for  
22 new criminal charges when the first level hearing is  
23 conducted at the magisterial district justice level.  
24 What's a first level hearing?

25 A I'm not sure. Honestly I'm not sure if

1 they're referring to the parole board hearing or if  
2 they're referring to a hearing if they have new  
3 charges because this is also saying -- this has me a  
4 little confused because they're referring to the  
5 magistrate district justice level, but I'm not sure.  
6 They may also be referring to the parole board. I  
7 think they're referring to the first level parole  
8 board hearing.

9 Q So there's two different first level  
10 hearings?

11 MR. KEATING: It says in parenthesis and  
12 within 14 calendar detained for new criminal charges.  
13 So the magisterial district justice level is when they  
14 have new criminal charges for like a preliminary  
15 hearing type thing.

16 BY MS. TOBIN:

17 Q Okay. Just more generally what is a summary  
18 of adjustment?

19 A We honestly don't get those documents very  
20 often. The documents we mostly get are the 257N and  
21 the warrant. The other reports we don't always get.  
22 But the summary of adjustment it gives us a synopsis  
23 basically of their parole hearing and their behavior  
24 while on parole.

25 Q If you're missing one of these and you have a

1 question about something that happened in connection  
2 with someone's parole, would you contact the  
3 institutional parole office to find the answer?

4 A Yes.

5 Q That would be where you'd go?

6 A Yes.

7 Q Okay. Item B, review the confinement  
8 documents to verify their authenticity and that the  
9 inmate is properly being returned to the department.  
10 If it appears that the parole violator is being  
11 returned to the department improperly, the facility  
12 shall advise the records coordinator administrator or  
13 assistant records coordinator administrator central  
14 office records supervisor by telephone before  
15 declining the commitment.

16 Here it refers to confinement documents. Is  
17 that the same thing as commitment documents?

18 A No.

19 Q What's the difference?

20 A Well, in this instance they're referring  
21 to -- we're referring to parole violators so when they  
22 say commitment documents, they're referring to the  
23 warrant to commitment and detain.

24 Q So for item B what are you reviewing when you  
25 review the confinement documents?



1 A The warrant to commit and detain.

2 Q And when you review it -- and that's from the  
3 parole board?

4 A Correct.

5 Q When you review it, what things do you check  
6 for?

7 A We check to make sure the inmate's name and  
8 number are correct and the date of the warrant. And  
9 we also prior to -- we get notification when they come  
10 in. Prior to them coming in, if they are beyond their  
11 maximum date, they're also required additional  
12 documentation.

13 Q And what additional documentation?

14 A They're required to provide us with a letter  
15 stating why they're going to be held beyond their max.  
16 Whether it's a period of delinquency or a new  
17 conviction.

18 Q And who issues that letter?

19 A The parole board.

20 Q So when you get someone who comes in after  
21 violating parole or who comes in with -- would it  
22 be^--

23 A It's a parole agent.

24 Q Parole agent would bring the person in. And  
25 you look at the warrant to commit and detain. You

1 then check their max date to make sure that they're  
2 not being brought back after their max date?

3 A Correct. It's not saying that they can't.  
4 They can but they just need the proper documentation  
5 for us to hold them.

6 Q And that documentation comes from the parole  
7 board?

8 A Yes.

9 Q And it's directed to the records office, the  
10 letter?

11 A The letter's actually written to the  
12 superintendent.

13 Q And if you don't have that letter, then you  
14 can't accept them if they're beyond their max date?

15 A Correct.

16 Q Would that letter also be in the file?

17 A Yes.

18 Q The inmate's file?

19 A Yes.

20 MR. KEATING: You have to let her finish her  
21 question.

22 THE WITNESS: I'm sorry. I caught myself.

23 MR. KEATING: That's okay. You're doing very  
24 well.

25 BY MS. TOBIN:

1 Q If that letter's not -- at what point do you  
2 get that letter?

3 A If they're beyond their maximum date and  
4 they're bringing them in, they need to bring it with  
5 them when they bring him in.

6 Q And if they don't have it, they just have the  
7 warrant to commit and detain?

8 A I would follow the procedures as outlined in  
9 Section B and I would contact the records  
10 administrator.

11 Q Would any communications from you to the  
12 records administrator be in the DC-15 then about this?

13 A Yes.

14 Q Okay. What reasons have you seen in these  
15 letters from the parole board for keeping somebody  
16 past their max date, for returning them beyond their  
17 max date?

18 A There's typically on the letters there's only  
19 two selections. It gives you two reasons underneath  
20 the body portion of the letter and it's either due to  
21 a new conviction or due to delinquency. Sometimes  
22 they will provide us with a new maximum date, a  
23 tentative new maximum date and sometimes they do not.

24 Q And then if you see that and you have a  
25 question about it and it doesn't seem right to you,

1 what do you do?

2 A I have no way of knowing whether or not it's  
3 right, especially with delinquency time. We don't  
4 have a record of that. That's all on the parole  
5 board.

6 Q And then if they indicate it's because of a  
7 new conviction, do you check to see if there was a new  
8 conviction?

9 A Yes.

10 Q And is that when you go to the CLEAN?

11 A Yes.

12 Q And if there isn't a new conviction but the  
13 parole board says we're returning him beyond his max  
14 date because he has a new conviction, what do you do  
15 then?

16 A If there was not a new conviction?

17 Q Um-hum.

18 A I would contact them and find out where the  
19 new conviction occurred and where they got their  
20 information.

21 Q So you'd follow-up at that point?

22 A Correct.

23 Q And for delinquency if they check delinquency  
24 as the reason we're returning him beyond max date, do  
25 you follow-up with the parole board and find out what

1 the delinquent time was?

2 A They provide that when they -- when they  
3 recommit him, that's provided to us.

4 Q Is that when they issue an order for  
5 recommitment?

6 A Yes.

7 Q And that comes later?

8 A Correct.

9 Q It comes after the warrant?

10 A Yes.

11 Q Okay.

12 MR. KEATING: It could come with the warrant  
13 but doesn't necessarily have to; is that correct?

14 THE WITNESS: A recommit?

15 MR. KEATING: Yeah.

16 THE WITNESS: 99.9 percent of the time it  
17 does not come with the warrant.

18 MR. KEATING: Okay.

19 BY MS. TOBIN:

20 Q If you did do the follow-up, let's say that  
21 you found that there were no new convictions that you  
22 could find and yet their paperwork says we're  
23 returning him because of a new conviction, who would  
24 you contact at that point?

25 A I would contact our parole office and they

1 would in turn contact the inmate's field agent because  
2 they're the ones that track all of that information  
3 and track the inmates while they're out.

4 Q And that would be in the file as well, that  
5 chain of communication?

6 A Yes.

7 MR. KEATING: The parole file or your file?

8 BY MS. TOBIN:

9 Q The DC-15?

10 A It would be in our file as long as it came  
11 from me.

12 Q Okay. Item C, upon verifying commitment  
13 documents, a DC-151A shall be issued to the delivering  
14 authority. What is a DC-151A?

15 MR. KEATING: Is that a body receipt?

16 THE WITNESS: Yeah. That's the body receipt.

17 BY MS. TOBIN:

18 Q And then the delivering authority. Is that  
19 the parole board?

20 A Yes.

21 Q And would you just give that to the  
22 institutional parole office?

23 A No. The parole agent bringing him in gets a  
24 copy.

25 Q Okay. And that's to say yes, we have this

1 person's body?

2 A Yes.

3 Q We've got him. We are taking him?

4 A Well, no. They're dropping him off at this  
5 point.

6 MR. KEATING: As a receipt?

7 THE WITNESS: Yes. Yes. We're giving it to  
8 them saying you delivered him, we received him.

9 BY MS. TOBIN:

10 Q Okay. And the reception interview in item D  
11 it refers back to I believe -- it refers to Subsection  
12 A.5, 1 through 6 which I think refers to the DCC  
13 reception's process?

14 A Yes.

15 Q So you conduct your own reception interview  
16 even though they've already -- when they were  
17 initially classified, they had had this because  
18 they're coming into your institution?

19 A Yes.

20 Q Who does the reception interview here?

21 A We do a very limited part but for the most  
22 part our reception officer does that.

23 Q Is that part of the records office?

24 A No.

25 Q Is there any reception interview or reception

1 process where you meet with the inmate as a records  
2 office person?

3 A No.

4 Q And item E, obtain the letter from the PBPP.  
5 That's the letter you were referring to?

6 A Yes.

7 Q And that has to happen simultaneous to  
8 getting the person?

9 A Correct.

10 Q Complete and update all associated screens in  
11 accordance with Section 6 of the procedures manual.  
12 Those are computer screens?

13 A Yes.

14 Q And does a records specialist do that?

15 A Yes.

16 Q Okay. Does the records specialist who had  
17 the inmate before he was paroled have him now if  
18 they're still there or do they get reassigned?

19 A If that person was still there and the  
20 caseloads didn't change, they'll go back to that same  
21 person.

22 Q Okay.

23 MR. KEATING: Still have the same inmate  
24 number, right?

25 THE WITNESS: Yes. Yes.



1 BY MS. TOBIN:

2 Q So item I on page 1-6, notify the records  
3 administrator, assistant records administrator. And  
4 those are people at the DCC, the district central?

5 A Diagnostic.

6 Q Diagnostic Classification Center. That's who  
7 those are, the records administrator and the assistant  
8 records administrator?

9 A No.

10 Q Okay.

11 A They're at our central office.

12 Q Okay. And you notify them when an inmate is  
13 a PV who has a federal detainer and sentence?

14 A Yes.

15 Q How do you notify them?

16 A Typically via e-mail.

17 Q Do you have a retention policy for keeping  
18 and archiving your e-mails?

19 MR. KEATING: If you know.

20 THE WITNESS: Honestly I'm not sure.

21 BY MS. TOBIN:

22 Q Do you have your e-mails going back to 2009?

23 A Not all of them, no.

24 Q Were you asked to check for your e-mail as  
25 part of this case?

1 A Yes.

2 Q And did you do that?

3 A Yes, I did.

4 Q Did you find any e-mails that related to the  
5 case or related to the subject matter?

6 A Nothing that was not in the file, no.

7 Q So anything related on a piece of paper is in  
8 the file?

9 A Correct.

10 Q Okay. Item two, if a parole violator is  
11 received from the PBPP at his or her paroling  
12 facility, then his or her DC-15 is reactivated. What  
13 does reactivated mean?

14 A Basically it's pulled from our inactive  
15 shelves.

16 Q The file is physically moved?

17 A Yeah. Just physically moved and put back  
18 together.

19 Q And in Mr. Chappelle's case he came back to  
20 his paroling facility so he was not -- there was no  
21 temporary file created I presume?

22 A No, there was not.

23 Q Item three, if the parole violator is being  
24 returned from another state, the inmate may arrive via  
25 a transportation service. Does that mean returned

1 physically from another state or returned after  
2 serving another state's sentence?

3 A It could be either or.

4 Q Just coming from someplace outside of  
5 Pennsylvania?

6 A Yes.

7 Q I'll represent to you that in Mr. Chappelle's  
8 case, he was returned from New York. He was in a  
9 federal facility in New York. Would this have applied  
10 to him then, he came through a transportation service?  
11 Do you know?

12 A I don't know off the top of my head. I don't  
13 believe so. I'm pretty sure that our parole agents  
14 brought him in.

15 Q Okay. But regardless of how he came in, you  
16 still need the warrant, the 141. What's a PBPP-61? I  
17 don't see that on this earlier list. It's saying on  
18 item three the records office shall be provided with a  
19 copy of the parole board's PBPP-141 warrant to commit  
20 and detain or PBPP-61, warrant for arrest of paroled  
21 prisoner prior to the arrival.

22 So if the person comes in outside of office  
23 hours or through a transportation service, who gets --  
24 who does the checking? Let's say somebody arrives at  
25 midnight.

1 A Typically the shift commander oversees that.

2 Q So you still -- they still have to provide  
3 the proper documents, it just isn't you who's checking  
4 it?

5 A Correct. Correct. And I've already gotten  
6 phone calls at midnight asking if it was okay.

7 Q Okay. And then if there is a problem, do you  
8 have to come in and take care of it or can you give  
9 direction?

10 A I typically give direction.

11 Q Okay. Do you review all of the incoming  
12 receptions that happened when you weren't here? Let's  
13 say there was one that happened at two a.m. The next  
14 day would you review that person's documentation?

15 A Yes.

16 Q And how would you -- how would you do that?  
17 Would you get it from the shift commander?

18 A It's a matter of finding it. Sometimes it  
19 all depends who's up there. Sometimes they'll unlock  
20 our door and they'll bring it in and lay it directly  
21 on my desk. Sometimes they'll let it in the mail slot  
22 up in the control area. It all depends who's up  
23 there.

24 Q And so you would somehow be notified we've  
25 got a new person?

1           A     They typically send me an e-mail.  If we get  
2     a parole violator in overnight, they'll send me an  
3     e-mail letting me know somebody came in.  Sometimes  
4     they'll tell me where they put the documentation,  
5     sometimes they don't.

6           Q     But then you follow-up and make sure  
7     everything's in order?

8           A     Correct.

9           Q     Item C at the bottom, out-of-state parole  
10    violators.  Skip that.  Skip D, community parole  
11    center program.  Item E, county prison transfers.  
12    Let's skip that.

13                On page 1-8, item F, return from authorized  
14    temporary absence.  Is that what you were speaking  
15    about before when they go for court?

16          A     Yes.

17          Q     Is there -- are there other categories of  
18    temporary absences?

19          A     Yes.  We have -- sometimes we'll have an  
20    inmate that will go out to an outside hospital for  
21    medical reasons or also to another institution.

22                MR. KEATING:  Temporarily?

23                THE WITNESS:  Temporarily, yes.  We call that  
24    a temporary transfer but our control center also  
25    refers to that as an ATA.

1 BY MS. TOBIN:

2 Q So you go through these processes every time  
3 somebody has a court date and has to be taken out of  
4 the institution?

5 A Yes.

6 Q So you are tracking people in a sense because  
7 you have to keep track of population, you know who's  
8 actively got court?

9 A Yes. Can I rephrase that?

10 Q Sure.

11 A Who's actively out to court. Just because  
12 they have something pending, doesn't necessarily mean  
13 that they're out. I want to be clear on that. I  
14 don't always know if somebody has something pending.  
15 I have the available means to review it if they're  
16 currently out.

17 Q If their body is out of the institution, you  
18 need to know where they are?

19 A Right. Yes.

20 Q Inter-facility transfer. Same thing. You  
21 need to know who's coming, who's going. On page 1-9  
22 under Section H. A detentioner is an inmate who is in  
23 the department's custody in one of the following  
24 situations: The inmate has satisfied his or her state  
25 sentence and is being held on another jurisdiction's

1     detrainer pending transfer to the other jurisdiction.

2             And that would be if they finished their  
3     state sentence and are being held on a detrainer, how  
4     do you keep track of how much of that time that  
5     they're in, that time in custody goes to their  
6     detrainer? Do you start counting the days for the new  
7     sentence?

8             A     If they have a detrainer from another agency,  
9     that's up to them to contact us to find out. We  
10    don't -- say they max out from us. A lot of the times  
11    it's on a weekend. They may complete their sentence  
12    on a weekend and have to -- the county can't get them  
13    until say Monday or Tuesday. We will hold them for  
14    that time period for that county and they pick them  
15    up. What they do with that time, that's up to them.

16            Q     They can contact you and say how long -- how  
17    many days was this person in your building?

18            A     Correct.

19            Q     And you can pull up a number?

20            A     Correct.

21            Q     This person's body was in this building for  
22    this amount of time?

23            A     Correct.

24            Q     Skip page 1-10. On page 1-11 under item K,  
25    bail returns. Part one or item one, a bail return is

1 the result of resentencing and may return directly to  
2 the releasing facility. I don't understand that.  
3 What does bail return being the result of resentencing  
4 mean?

5 A You may have an inmate who appealed their  
6 sentence and the judge may have granted him bail  
7 pending resentencing and he may have been out on bail  
8 and then was brought back to the county and now he's  
9 resentenced; however, it's for the same case so  
10 they're able to bring them back to the facility that  
11 basically they were taken from.

12 Q If his appeal fails? If he has to serve the  
13 rest of his sentence?

14 A Well, he may have been resentenced but it's  
15 still to a state term so they have to come back. It's  
16 not necessarily that their appeal failed but they may  
17 have been resentenced to something else.

18 Q Okay.

19 MR. KEATING: You can ask the judge after  
20 you're convicted and sentenced to reconsider the  
21 sentence of the original judge. Sometimes the judge  
22 will do that and bring them back in and resentence  
23 them to usually they're asking for a lesser amount of  
24 time.

25 BY MS. TOBIN:



1 Q But you need to keep track of the time they  
2 were out on bail. They don't get credit for that?

3 A That's correct.

4 Q So that doesn't get added to their  
5 computation?

6 A That's correct.

7 Q Okay. Item L, return of inmate following  
8 retrial or resentence. A retried or resentenced case  
9 is not to be treated as a new commitment and is not  
10 entered under a new department number. He or she is  
11 processed the same as an initial reception except for  
12 the following:

13 The appropriate records shall be restored in  
14 the inmate records system. What does that mean,  
15 restored?

16 A Basically reactivated or if they're out -- it  
17 all depends on how -- if they're coming back from  
18 court, we just reactivate them in the system and the  
19 computer will show that they're back at Coal Township.

20 Q Okay. And a resentenced case for that does  
21 that refer to state court cases?

22 A Yes.

23 Q So if someone's resentenced for a federal  
24 case, does it have any impact on your processing for  
25 them in terms of reception?

1           A     No. In terms of reception, no.

2           Q     Okay. If someone's resentenced for a federal  
3 case, does it have any impact on you at all?

4           A     No. We're just required to have that  
5 documentation so that we can contact the federal  
6 authorities when he's finished with our sentence.

7           Q     It doesn't play any role in your computations  
8 because it's a federal sentence?

9           A     Correct.

10          Q     And I believe you said earlier that you  
11 can't -- that if somebody has a federal sentence,  
12 they're going to serve their state sentence first and  
13 the federal sentence will be lodged as a detainer and  
14 they won't -- you don't know if they'll get federal  
15 credit for their time in the state system?

16          A     That's correct.

17          Q     Because it's not your affair?

18          A     That's correct.

19               MR. KEATING: I can tell you legally that's  
20 not correct. If you're out on parole and you do a  
21 federal crime and get sentenced for federal on your  
22 federal crime, you do -- they put a state detainer on  
23 you, you do your federal sentence first and then you  
24 go back and do your state.

25               THE WITNESS: At the time that's not how

1 things were done though. In 2009 that isn't -- they  
2 have since changed it.

3 BY MS. TOBIN:

4 Q So in 2009 -- this is what happened in Mr.  
5 Chappelle's case. He was released and committed a  
6 federal crime, got a federal sentence, had a federal  
7 detainer for that. How did you handle that -- all  
8 that information in 2009 when he came back, when he  
9 came back in April -- or excuse me, in July of --  
10 September of 2001.

11 MR. KEATING: But he did his federal time  
12 first, right?

13 MS. TOBIN: I don't believe so.

14 MR. KEATING: And then he got resentenced.  
15 Well, anyway. I'm sorry. Go ahead.

16 BY MS. TOBIN:

17 Q Can you tell me what happened --

18 A He did do his federal time first.

19 MR. KEATING: Okay. Would you just tell us  
20 what your recollection is.

21 MS. TOBIN: Let me ask you a question.

22 MR. KEATING: I'm sorry. I'm sorry.

23 BY MS. TOBIN:

24 Q Let me ask you a question. What happened --  
25 and I'm getting a little off target. I wanted to just

1 find out generally what you do but since we're talking  
2 about it. What's your memory or what do your records  
3 show happened with Mr. Chappelle and his timeline?

4 A At that time -- I'm going to refer to my  
5 movement report if that's okay.

6 MR. KEATING: Do you want to make a copy of  
7 that and make that as part of the deposition here?

8 MS. TOBIN: I have it. I just want to hear  
9 it from you. I just want to get it from you.

10 MR. KEATING: But if she's making reference  
11 to it sitting here.

12 MS. TOBIN: That's okay.

13 THE WITNESS: Where would you like me to  
14 start, first of all?

15 BY MS. TOBIN:

16 Q You know, I actually have -- I'd like you to  
17 just tell me Mr. -- let me ask you this. Is it your  
18 understanding that he was released on parole in April  
19 of 2001?

20 A Yes.

21 Q Okay. And then how long was he out on  
22 parole?

23 A He was out for six months at that time until  
24 October 22nd, 2001.

25 Q So that would be considered street time?

1 A Yes.

2 Q Okay. And then what happened?

3 A We received him. It looks like he did go out  
4 for court to Philadelphia County in December of 2001.  
5 And then we received him at Coal Township in January  
6 of 2002 at which time he was pretty much going back  
7 and forth it looks like to the Feds.

8 Q To federal court?

9 A Federal court, yes. In Philadelphia.

10 Q I am going to look at -- you're looking at  
11 the moves report?

12 A Yes.

13 Q So one thing that stands out without looking  
14 at it you said he came back to Coal Township in  
15 October of 2001; is that what you're --

16 A January of 2002.

17 Q January 2002. So when he was received in  
18 January of 2002 at Coal Township, you said he was  
19 going back and forth to federal court?

20 A Correct.

21 Q Okay. And during that time, he was still  
22 housed here; is that correct? You said he was going  
23 back and forth?

24 A He actually was going back and forth it looks  
25 like to Graterford and then the federal authorities

1 would pick him up at Graterford.

2 Q Okay. So he was still in the DOC system?

3 A Correct.

4 Q Okay. And then did he get any state charges,  
5 state convictions resulting from that incident as far  
6 as you can tell?

7 A No. It doesn't look like he did.

8 Q Okay. So even if he wasn't at Coal Township,  
9 he was in the DOC system starting after his arrest in  
10 October of 2001?

11 A Yes.

12 Q Okay. And then --

13 MR. KEATING: I think she said January 2002.

14 THE WITNESS: Well, that's when he came to  
15 Coal Township.

16 MR. KEATING: Okay. So he wasn't held in  
17 county, he was held at state down in Graterford or do  
18 you know?

19 THE WITNESS: Yes. He was held in Graterford  
20 from October to January.

21 MR. KEATING: Okay.

22 BY MS. TOBIN:

23 Q Okay. And then at what point did he leave  
24 Coal Township to go serve his federal sentence?

25 A July 19th, 2007.

1 Q And so from the time he was rearrested when  
2 he was on parole to July 19th of '07, he was in DOC  
3 custody?

4 A Correct.

5 Q And then he went to serve his federal  
6 sentence. And then when did he come back?

7 A April 15th of '09.

8 Q And he came back directly to Coal Township?

9 A That's correct.

10 Q So his federal sentence did you have a way of  
11 keeping track of his time on his federal sentence or  
12 what his federal sentence was? Did you do that or is  
13 that -- my understanding is that that's completely  
14 separate from what the records office does?

15 A That's correct.

16 Q You just track his state sentence?

17 A Correct.

18 Q What was happening with his state sentence  
19 during this time period from 2001 to 2007? What was  
20 happening to that state sentence?

21 A He was here serving his parole violation.

22 Q So he was in Coal Township?

23 A Like I said, he was back and forth between  
24 here and Graterford during that time.

25 Q But he was in DOC?

1 A Yes, he was within the DOC.

2 Q And so when you say serving his parole  
3 violation, what does that mean, serving his parole  
4 violation?

5 A I'm going to refer to my moves here. On  
6 12/19/03, the parole board recommitted him and  
7 recalculated his sentence due to a technical parole  
8 violation and also due to a new conviction, and they  
9 recalculated his sentence and he was here serving that  
10 time.

11 Q Okay. So he was arrested in 2001 and it took  
12 them until 2003 to recalculate his sentence?

13 A That's correct.

14 Q But from that 2001 to 2003, he was still in  
15 DOC custody?

16 A Correct.

17 Q So whatever that sentence was that time goes  
18 to that sentence?

19 A Correct. Yes.

20 Q And what was that new sentence that the  
21 parole board -- you said they recalculated it based on  
22 a technical?

23 A Technical violation and a new conviction.

24 Q And the new conviction was the federal  
25 conviction?



1           A     I would have to refer to his file. I mean if  
2     you want me to, I can. Like I said, I don't think  
3     there was any new state or county charges. I don't  
4     recall.

5           MR. KEATING: If you don't recall, that's  
6     fine.

7     BY MS. TOBIN:

8           Q     So the parole board conveyed that to you,  
9     here's his new max date?

10          A     Correct.

11          Q     And is that called a parole violator max  
12     date?

13          A     Yes.

14          Q     Okay. Does it -- does that document show  
15     what the max date was, the one you're looking at?

16          A     This one, no.

17          Q     Okay. And the parole violator max date -- so  
18     he had two years approximately that were going towards  
19     that because it took them two years to give you that  
20     information; is that accurate?

21          A     Yes.

22          Q     Okay. So then from 2003, December 19th of  
23     '03 to when he went to his federal sentence on July  
24     19th of '07, that was also serving his state sentence,  
25     correct, his parole violator sentence?

1 A Yes.

2 Q So that credit went to his state sentence?

3 A Correct.

4 Q Okay. And then he went to the Feds, served  
5 his sentence there, and then he came back?

6 A Correct.

7 Q And when did he come back? You said April?

8 A April 15th of 2009.

9 Q And when he came back, what's your  
10 understanding of the sentence he was serving when he  
11 came back?

12 A State. Is that what you're referring to?

13 Q Why did he come back?

14 A He came back because he still had a parole  
15 violation to serve.

16 Q And what was that parole violation based on?

17 A His new federal conviction.

18 Q Is that the same conviction that generated  
19 the recalculated sentence in '03?

20 A I believe so, yes.

21 Q Okay. So there was one -- I mean I have his  
22 whole file and so do you. But my understanding is and  
23 tell me if yours is different and we can go to the  
24 documents. I'm not trying to trip you up here. But  
25 my understanding is there was one federal conviction

1 that resulted from the incident while he was out on  
2 parole?

3 A Yes.

4 Q And that there were no state convictions?

5 A Again, I said I don't believe there was.  
6 From my recollection, no, there wasn't.

7 Q Okay. So when he came back, your  
8 understanding is that he was coming back to serve more  
9 of his state sentence?

10 A The remainder of his parole violation, yes.

11 Q Okay. So we're gonna -- is there anything  
12 else that -- I'm going to ask you more about that.  
13 But is there anything else about that whole series of  
14 events that comes to mind now that you want to --

15 MR. KEATING: You want to ask specific  
16 questions?

17 MS. TOBIN: I will.

18 BY MS. TOBIN:

19 Q I want to jump back to the processing in  
20 general. But that's the general timeline?

21 A That's the general timeline, yes.

22 Q Okay. And I do have the moves report. We  
23 will look at it in the next part. Going back to the  
24 Section 1 of the processing of receptions of the  
25 Policy 11.5.1.

1 MR. KEATING: What page is that?

2 MS. TOBIN: Page 1-11.

3 BY MS. TOBIN:

4 Q So just to confirm, item L.1 refers to a  
5 retried or resentenced case. And that's a state  
6 sentence, not a federal sentence?

7 A That's correct.

8 Q Okay. And then you can skip Section M,  
9 escape returns. Mr. Chappelle was not an escape  
10 return, was he?

11 A No, he was not.

12 Q And then page 1-13, escape time scenarios.  
13 You can skip that. CCC returns. He wasn't a CCC  
14 return, was he?

15 A No, he was not.

16 Q Page 1-14, proclamation counties. Skip that.  
17 Section P on page 1-14, inmates who regularly use  
18 names different from the name on the commitment form.  
19 In this case Mr. Chappelle was using the name Kevin  
20 Jessup while he was in DOC custody and his inmate  
21 number was under Kevin Jessup.

22 Did that cause any confusion in your  
23 recordkeeping for his DC-15 that he had two names or  
24 did you know that Chappelle and Jessup were the same  
25 person?

1 A We knew they were the same person.

2 Q So there was no multiple -- there's only one  
3 DOC number for him?

4 A Correct. Correct.

5 Q Okay. So that didn't create any problems  
6 with recordkeeping?

7 A No.

8 Q On page 1-15, more name change issues so we  
9 can skip that. And page 1-16 also has to do with name  
10 changes which isn't an issue, so we'll skip that.

11 So when Mr. Chappelle came back, did you then  
12 use the procedure for receptions that's outlined in  
13 this section, parole receptions? Is this what you  
14 followed under page 1-4?

15 A Well, because we weren't the initial  
16 receiving -- which time are you referring to? I'm  
17 sorry.

18 Q When he came back after violating parole in  
19 2001, were you the receiving institution?

20 A No, we were not. Graterford was.

21 Q Graterford was. So for that return they  
22 handled all of the processing?

23 A Correct.

24 Q When he came back in April of '09, were you  
25 the receiving institution?

1 A Yes, we were.

2 Q So you followed the procedures that we just  
3 went over?

4 A Yes.

5 Q Okay. So you reviewed the confinement  
6 documents and the commitment documents?

7 A Yes.

8 Q Okay. And then I guess what I'd like to do  
9 is take a look at his -- at the documents from his  
10 file. These particular documents that are referred to  
11 in the policy. And just if you could walk me  
12 through^--

13 A Sure.

14 Q -- what was done. Just because I had  
15 questions about these and you may have already  
16 answered them. I want to make sure. We'll call it  
17 Kodack 3.

18 (Whereupon, a document was produced and  
19 marked as Kodack Exhibit No. 3 for identification.)

20 BY MS. TOBIN:

21 Q If you could take a look at that. Do you  
22 recognize that document?

23 A Yes.

24 Q Okay. What is this?

25 A That's a body receipt.

1 Q Is this the body receipt you were talking  
2 about earlier?

3 A Yes.

4 Q And it exists to just notify the delivering  
5 authority that you are -- you did indeed receive Mr.  
6 Chappelle's body?

7 A Yes.

8 Q Who is Larry Spain?

9 A That name isn't familiar with me. Just says  
10 officer.

11 Q Okay. And it says on this body receipt  
12 receipt time 9:15 p.m. So is this one of those  
13 outside office hours receipts that we talked about?

14 A Yes.

15 Q Okay. Do you recall reviewing this in Mr.  
16 Chappelle's case?

17 A This one, no, I don't.

18 Q And then this will be -- I'm showing you  
19 Kodack 4.

20 (Whereupon, a document was produced and  
21 marked as Kodack Exhibit No. 4 for identification.)

22 BY MS. TOBIN:

23 Q If you could take a look at that. What is  
24 this document?

25 A This is us receiving him from Graterford in

1 January.

2 Q So this is another body receipt?

3 A Yes.

4 Q What's the reason it looks different than the  
5 first one?

6 A Just updated systems.

7 Q So this one is dated January 22nd, 2002?

8 A Yes.

9 Q And this is what you referred to earlier as  
10 when he came back from being out on parole and  
11 Graterford initially received him?

12 A Correct.

13 Q Okay.

14 (Whereupon, a document was produced and  
15 marked as Kodack Exhibit No. 5 for identification.)

16 BY MS. TOBIN:

17 Q And this will be Kodack 5. If you could take  
18 a look at that. What is this document?

19 A This is when Graterford received him from  
20 parole agents.

21 Q Is there a way to tell from this document  
22 whether -- so the date on this is 10/22/01. Is there  
23 a way to tell whether that is his arrest date or is  
24 that just -- what date is that?

25 A That's just the date that the parole agents



1 brought him in to Graterford.

2 Q So he may have been arrested before?

3 A Correct.

4 Q And the time between his arrest and 10/22/01,  
5 that chunk of time, would that time also go to his  
6 state sentence?

7 A That's up to the parole board to track. DOC  
8 does not track that. The parole board tracks that  
9 information.

10 Q And how would you be notified of the result  
11 of that tracking?

12 A We don't necessarily get notified  
13 specifically of that. That's figured in when they  
14 recompute his max date. Any time that he spent if he  
15 did spend time at the county, that's figured in when  
16 they recompute his max date.

17 Q Do you double-check those calculations?

18 A No.

19 Q So if he has -- if he says I was in the  
20 county in the Philadelphia prison system for seven  
21 months, where's that -- before I went to Graterford,  
22 where's that seven months and he comes to you, what  
23 would your procedure be for that?

24 A I would contact parole.

25 Q So if there's a presentence commitment credit

1 issue, you would look into that?

2 A It all depends. Again, if you're referring  
3 to a new conviction. I don't know if you're referring  
4 to a new conviction or are you referring to time  
5 towards his current state sentence, towards his parole  
6 violation? That depends on what you're referring to.

7 Q I guess just generally speaking if there's a  
8 dispute between the inmate and the state about whether  
9 his time is being credited and it's like county jail  
10 time that he's serving before he's -- I guess you guys  
11 call that precommitment time?

12 I guess you would be able to go and talk to  
13 the parole board about that time if there was a  
14 dispute is my question?

15 A Could I, yes. However, if you're talking  
16 about precommitment, to me precommitment is anything  
17 prior to sentencing. Not necessarily if he's already  
18 a parole violator. To me precommitment credit is a  
19 moot point.

20 Q So he's already a parole violator so this  
21 document, Kodack 5, any time between his arrest and  
22 this date, the parole board would figure that in?

23 A Yes. Correct.

24 Q And if he had a question about that and asked  
25 you about that, you could contact the parole board

1 about that?

2 A Yes.

3 Q Would you contact the institutional parole  
4 office for that?

5 A Yes. Because they then correspond. They're  
6 basically our liaison with other parole departments,  
7 like their parole central office or their district  
8 offices.

9 Q Okay.

10 (Whereupon, a document was produced and  
11 marked as Kodack Exhibit No. 6 for identification.)

12 BY MS. TOBIN:

13 Q This will be Kodack 6. Take a look at that.  
14 And what is that document?

15 A This is also a body receipt. This would be  
16 when he initially came into the DOC.

17 Q Okay. And down at the bottom of Kodack 6  
18 there's several boxes. The one that says confinement  
19 papers is marked. Are those the confinement papers  
20 you talked about earlier?

21 A Yes.

22 Q And that's the DC-300B?

23 A Yes.

24 Q And then under Kodack 5 there's the same  
25 series of boxes and confinement papers is checked.

1 Are those confinement papers the ones you talked about  
2 earlier with regard to parole issues?

3 A Yes.

4 Q Okay. So, again, what would those consist of  
5 for a parole violator coming back?

6 A Like I said before, the most important is the  
7 parole board warrant and sometimes the 257N and the  
8 additional documents that we discussed.

9 Q Okay. And the checkmark means that these  
10 were received with the person as they came in?

11 A Yes.

12 Q Under Kodack 4, the receipt date is January  
13 22nd, 2002 and the confinement papers box isn't  
14 checked. So what does that tell you, if anything?

15 A Doesn't necessarily mean anything. When we  
16 have inmates that are inter-facility transfers, these  
17 boxes aren't always checked because we're not -- we're  
18 not always checking at the time we're signing these if  
19 we have the documents.

20 MR. KEATING: He's already in the system?

21 THE WITNESS: Right. He's already in the  
22 system. Sometimes the file will be here. Sometimes  
23 we'll get the documents. We don't review.

24 BY MS. TOBIN:

25 Q You're trusting that Graterford was just

1 transferring him?

2 A Right. Right. They're supposed to forward  
3 documents pertaining to him with him but we don't  
4 check them when we're signing these.

5 Q Okay. And then on Kodack 3 which is the body  
6 receipt dated April 15th of '09, confinement papers is  
7 also not checked. So what, if anything, does that  
8 tell you?

9 A Again, because this occurred after hours and  
10 it was an officer that completed this, they don't  
11 always let's say think to fill that section out. So  
12 it doesn't mean anything as far as I'm concerned.

13 Q And so this person who filled it out what  
14 title -- what does that mean? Can you read that  
15 writing?

16 A It looks like he was acting lieutenant at the  
17 time.

18 Q Okay. And do you know who this person is?

19 A Yes.

20 Q Who is that?

21 A He's currently a lieutenant now. It's  
22 Lieutenant Dale Williams.

23 Q Okay. So he was on duty at 9:15 when Mr.  
24 Chappelle was brought back?

25 A Yes.

1 Q Is this a document that you would normally  
2 receive the -- review the next day, the body receipt?

3 A Typically, yes.

4 MR. KEATING: She's making reference to  
5 Kodack 3 when she asked the question. She said  
6 typically, yes.

7 BY MS. TOBIN:

8 Q Okay. And then these are probably somewhat  
9 related. I'm going to show you Kodack 7.

10 (Whereupon, a document was produced and  
11 marked as Kodack Exhibit No. 7 for identification.)

12 BY MS. TOBIN:

13 Q Can you please review that and let me know if  
14 you recognize that?

15 A This is a transfer petition.

16 Q And I believe you've talked about it a little  
17 bit before. But what is a transfer petition?

18 A Basically it's entered into our system to  
19 initiate the transfer of an inmate from one  
20 institution to another.

21 Q Are transfer petitions also done when the  
22 inmate goes to court?

23 A No.

24 Q How do you track that? What's the form for  
25 that?

1           A     There really isn't. Typically if an inmate's  
2 going out, it all depends. If it's federal court, the  
3 inmate will be transferred to the institution closest  
4 to the federal district. And yes, that's what will  
5 happen is a transfer petition will occur at that time.

6                 County court the sheriffs usually contact us  
7 directly, and we put out a notification within the  
8 institution that they'll be picked up.

9           Q     Okay. So for this one, Kodack 7, the  
10 petition information section at the top of the first  
11 page says transfer from Graterford to Coal Township.  
12 The petition date is 12/6/2008. And then on the  
13 second page of this exhibit, the last section, inmate  
14 is finished with federal court and can be returned to  
15 his home institution.

16                Who fills these out? Is this a records  
17 department, a records specialist who fills this out?

18           A     That's who filled it out in this case, yes.

19           Q     Okay.

20           A     It's not always a records specialist.

21           Q     So the reason that somebody is being  
22 transferred between institutions is always listed on  
23 the transfer petition or should be?

24           A     Should be. And can I just say the date on  
25 this looks like it's 2006 not 2008.

1 Q Okay. The copy's pretty small.

2 A Yeah.

3 Q And then these are kept -- do you keep track  
4 in your monthly reporting about who's being  
5 temporarily transferred to other institutions as well?  
6 You mentioned an alpha file that keeps track of people  
7 who are going to court.

8 A Yes, they are. We have one for inmates that  
9 are out at court and we have another listing for  
10 inmates that are out to other institutions.

11 Q Okay. On the first page of Kodack 7, there's  
12 a section for sentence information?

13 A Yes.

14 Q Where does that data come from? Is that  
15 automatically pulled from the computer system or is  
16 that manually typed in?

17 A That's automatically pulled.

18 Q So in this case on the first page, it says  
19 minimum sentence it looks like 6, max sentence 12?

20 A Yes.

21 Q Why is that information on a transfer  
22 petition?

23 A If an inmate is beyond his minimum or beyond  
24 his maximum date, you sometimes -- temporary petitions  
25 it does ask for it but for permanent petitions if



1 you're entering a permanent petition and he's beyond  
2 his min or beyond his max, it'll ask you to enter a  
3 reason why you're transferring him and a  
4 justification.

5 Q Okay. So that's to trigger some review on  
6 the part of the records staff?

7 A Yes. Or the counselor. Records staff don't  
8 enter permanent petitions. Like I said, it'll only  
9 ask you for a permanent petition. This is a temporary  
10 transfer petition.

11 Q Okay.

12 A Records office staff don't have the authority  
13 to request permanent petitions.

14 Q And then this will be Kodack 8 I believe.

15 (Whereupon, a document was produced and  
16 marked as Kodack Exhibit No. 8 for identification.)

17 BY MS. TOBIN:

18 Q If you could take a look at that and let me  
19 know what that is, if you know what it is.

20 A That's just a record of his petitions and  
21 whether or not he was transferred.

22 Q So up in the upper left corner of this  
23 document there's an imprint that says M. Kodack,  
24 2/8/2012 and it gives a time. Is that your name?

25 A Yes.

1 Q Your log-in. So is it accurate that as of  
2 that date these were all of his transfers that are  
3 recorded in the system?

4 A Since this system was in effect.

5 Q When did this system come into effect?

6 A You know what, I don't know. But I mean as  
7 you can see if you go back, if I would refer to his  
8 moves, he was in the system since '96 and these  
9 petitions are only going back to 2002. So I want to  
10 say it was 2000 since they're recorded in this system.

11 Q Okay. So this is a summary of all of the  
12 temporary transfers?

13 A And permanent.

14 Q And permanent?

15 A Yes.

16 Q Can you tell me is there anything on this  
17 document that shows a permanent?

18 A Yes. The very first one from January 22nd,  
19 2002.

20 Q And it says type P?

21 A Yes.

22 Q And it's a PV return?

23 A Yes.

24 Q Okay. So the petitions are requested by  
25 staff person. And in the far right column, are those

1 people listed records specialists or who --

2 A No. Not all of them.

3 MR. KEATING: Who are they?

4 BY MS. TOBIN:

5 Q Who would request a transfer?

6 A A counselor, central office staff, records  
7 staff can.

8 Q And then who grants or denies the request?

9 A Central office. It would actually be the  
10 office of population management.

11 Q So this document, Kodack 7, would be --  
12 that's the transfer petition?

13 A Yes.

14 Q Would be transmitted to the central office?

15 A Yes.

16 Q And then approved or denied?

17 A Correct.

18 Q Is there an approval or denial section on^--  
19 oh.

20 A Yes. This one -- most temporary petitions  
21 are automatically approved, but then our central  
22 office, the office of population management, they're  
23 responsible for adding them to the trips to come back.

24 Q So this one was approved by gen sys?

25 A It was system generated.

1 Q Okay. So getting back to Mr. Chappelle  
2 coming back to Coal Township. Well, I have Mr.  
3 Chappelle's court documents that I got from the file  
4 in discovery. So rather than picking through them, I  
5 just would like to go over them and we'll see. We  
6 will eventually get to the point where he comes back.  
7 So this will be Kodack 9.

8 (Whereupon, a document was produced and  
9 marked as Kodack Exhibit No. 9 for identification.)

10 BY MS. TOBIN:

11 Q If you could take a look at that, and let me  
12 know what that is.

13 A This is his DC-300B for his initial  
14 commitment in '96.

15 Q Okay. And this is a document that you would  
16 review when he comes to your institution?

17 A Correct.

18 Q So this document has two pages?

19 A Yes.

20 Q Are all of his state sentences at that time  
21 in 1996 are they all accounted for on this document?

22 A I would have to refer back to his file to  
23 make sure. I would have to refer to his status sheet  
24 to see.

25 Q And are you referring to the DC-16E?

1 A Yes.

2 Q Okay. This document reflects -- well, can  
3 you just tell me from this what his sentences are on  
4 this document?

5 A On January 25th of '96, he was sentenced to  
6 five to ten years for the offense of robbery and on  
7 that same date he was sentenced to one to two years  
8 for a violation of the Uniform Firearms Act and that  
9 was to be consecutive to the robbery charge. So he  
10 received a 6 to 12-year sentence.

11 Q Okay. And you would take -- how is that  
12 information input into the DOC's system? Who does  
13 that input?

14 A At that time?

15 Q In 1996.

16 A In 1996, that information would have been  
17 input into the system by Camp Hill records staff and  
18 they would enter that into our mainframe. The  
19 sentence would then be calculated by the Camp Hill  
20 records staff.

21 Q Okay. And if you had a question about his  
22 sentence, you could look on the computer or you could  
23 look in the file?

24 A Correct.

25 (Whereupon, a document was produced and

1 marked as Kodack Exhibit No. 10 for identification.)

2 BY MS. TOBIN:

3 Q The next document I want to talk about is  
4 Kodack 10. Can you identify that document?

5 A Yes. That's a credit memo that we received  
6 from the Philadelphia County Prison.

7 Q And what information does this show?

8 A That he received credit on CP033 from 1995  
9 from January 26th, '95 to January 29th, 1996.

10 Q And going back to the DC-300B, Kodack 9. If  
11 there were other state sentences, there would be  
12 separate DC-300B forms for them?

13 A That's correct.

14 (Whereupon, a document was produced and  
15 marked as Kodack Exhibit No. 11 for identification.)

16 BY MS. TOBIN:

17 Q And then this is Kodack 11. Can you identify  
18 that document?

19 A This is a printout from the Philadelphia  
20 County Court system. Looks like Mr. Chappelle filed  
21 an appeal and on January -- or I'm sorry. On October  
22 22nd, '97, his judgment of sentence was affirmed and  
23 his appeal was denied.

24 Q How did this document come to be in Mr.  
25 Chappelle's DC-15 file?

1           A     Philadelphia County at that time -- they no  
2 longer do this anymore. When an inmate would file an  
3 appeal, they would send us this documentation to show  
4 us what happened, what the decision was of the courts.

5           Q     So how did you use this information once you  
6 got it? Or actually, I presume you didn't get it?

7           A     No.

8           Q     Because you were not here at that time?

9           A     No.

10          Q     But how did the records office use this  
11 information, if you know?

12          A     I can see by the initials down here those  
13 were initials from Ray Reeder. And at that time he  
14 probably -- that's him saying that he reviewed this  
15 and basically his sentence was affirmed. So there was  
16 no change in his status.

17          Q     And do you still -- do you get documents like  
18 this either from Philadelphia County Court or any  
19 other court now?

20          A     No.

21          Q     How do you get the information if anyone's  
22 sentence changes or is vacated? How does that come to  
23 you?

24          A     If an inmate is resentenced, there's a lot of  
25 different ways that we find out about it. Sometimes

1 they will -- sometimes the inmates will contact us and  
2 tell us that they were out for court and they were  
3 resentenced. Sometimes the documents will come back  
4 when the sheriffs bring them back. Sometimes we'll  
5 get a phone call from a family member. Sometimes the  
6 inmate will go to his counselor. It really varies,  
7 and we have to request the documents for the most  
8 part.

9 Q So if an inmate does say hey, I was  
10 resentenced, then do you call the court to confirm  
11 that?

12 A What we typically do is we'll check JNet  
13 first which is that court system I told you about  
14 where the courts enter the information. We'll check  
15 there to see if they were resentenced and then we will  
16 contact the courts to send us the updated  
17 documentation.

18 (Whereupon, a document was produced and  
19 marked as Kodack Exhibit No. 12 for identification.)

20 BY MS. TOBIN:

21 Q So this is Kodack 12. Can you identify what  
22 this is?

23 A This is a parole board warrant to commit and  
24 detain.

25 Q And is this the document, the PBPP-141, that



1 you testified earlier you're required to have when a  
2 parole agent brings somebody back?

3 A Yes. That's correct.

4 Q What is the information at the top, the  
5 handwritten note, bail 10/4/01. Does that mean  
6 anything to you?

7 A That I don't know because that wouldn't have  
8 been written by somebody in our office.

9 Q So the date in the middle of the document,  
10 9/27/2001, what is that date?

11 A That's the date the warrant was issued.

12 Q Is there any way to -- how do you know when  
13 you received this warrant to commit and detain? Is  
14 there any date on here for having received it?

15 A I am going to refer to -- I'm going to refer  
16 to Kodack 5. It looks like the warrant was issued on  
17 9/27/01 and they received it on 10/22/01 when they  
18 brought him, Mr. Jessup, back.

19 Q So the warrant is issued obviously before he  
20 is brought. The warrant's issued and that's the legal  
21 authority that you have to keep him?

22 A Yes. That's correct.

23 Q Is there any form that's used to -- you  
24 referred to Kodack 5. There's no form for you to sign  
25 off and say I got the warrant to commit and detain?

1 Is there a checklist or some kind of procedure where  
2 you're going down and saying do I have this, do I have  
3 this?

4 A No.

5 Q Okay.

6 MR. KEATING: I thought you testified you  
7 wouldn't even take the body unless they had paper?

8 THE WITNESS: Yes.

9 MS. TOBIN: So you look for this?

10 THE WITNESS: Yes.

11 MR. KEATING: If they don't have that, it's  
12 like I don't carry a body receipt, you can't come in?

13 THE WITNESS: Yes.

14 MR. KEATING: Is that the 141 thing under the  
15 rules or whatever?

16 THE WITNESS: Yes. Yes.

17 (Whereupon, a document was produced and  
18 marked as Kodack Exhibit No. 13 for identification.)

19 BY MS. TOBIN:

20 Q Okay. So this is Kodack 13. Do you  
21 recognize this document?

22 A I don't recognize it, no. But it looks like  
23 a federal -- something from the federal system.

24 Q Is this -- so at the top mentions it's from  
25 the United States District Court for the Eastern

1 District of Pennsylvania. It is signed by the clerk  
2 of court in the Eastern District of Pennsylvania on  
3 1/22/02.

4 Do you do anything with this kind of warrant  
5 for arrest, the federal warrants? Would you process  
6 this in any way?

7 A Yes. We would -- what we would do is this is  
8 something that would be lodged as a detainer.

9 Q And who does that process of lodging it as a  
10 detainer?

11 A The records office.

12 Q Your records office or the central -- or the  
13 diagnostic and classification?

14 A Our records office.

15 Q And how do you lodge something as a detainer?  
16 Is that a field in a computer screen?

17 A Yes.

18 Q What would you put -- what would you do?  
19 What steps would you take?

20 A The first thing would be to verify that this  
21 is -- make sure that it's an original and it would get  
22 entered. There's a screen in our mainframe that we go  
23 in and we enter the detainer information, the agency  
24 lodging it, the detainer number, the offense, and  
25 whether or not they were -- he was sentenced on it.

1 And then we would at that time also issue a new  
2 DC-16E.

3 Q To change his sentence status?

4 A Right. To reflect the addition of the  
5 detainer.

6 Q Okay.

7 MR. KEATING: What number is this?

8 THE WITNESS: Thirteen. Kodack 13.

9 (Whereupon, a document was produced and  
10 marked as Kodack Exhibit No. 14 for identification.)

11 BY MS. TOBIN:

12 Q This is Kodack 14. Do you recognize this  
13 document?

14 A Yes.

15 Q What is this?

16 A This is what we call a writ for the US  
17 Marshals to take Mr. Jessup out for court.

18 Q Is this something that would trigger a  
19 transfer petition -- oh, no. What would this trigger  
20 the records office to do, if anything?

21 A It would trigger a transfer petition actually  
22 because this is out of the Eastern District which  
23 would be closer to Graterford. We would notify --  
24 well, actually, we would enter the transfer petition  
25 for him to go to Graterford for court and at that time

1 he would be -- not necessarily at that time but closer  
2 to his court date he would be transferred to  
3 Graterford for pick up.

4 Q Okay. And who would get this document?  
5 Would this come to records, this Kodack 14?

6 A Yes.

7 Q And a records specialist would handle it?

8 A No. Typically I handle these.

9 Q And why is that?

10 A They have enough to do basically. It just  
11 makes it easier if these come directly to me.

12 (Whereupon, a document was produced and  
13 marked as Kodak Exhibit No. 15 for identification.)

14 BY MS. TOBIN:

15 Q I'm showing you Kodack 15. Do you recognize  
16 that document?

17 A Yes.

18 Q What is it?

19 A It's a hit confirmation.

20 Q And can you just explain what this is and why  
21 it's in his file?

22 A This is -- basically when we ran wanted query  
23 which is part of his criminal history check, the rap  
24 sheet, an active warrant came up and this is sent to  
25 the issuing agency saying we have this person in our

1 custody.

2 Q So the issuing agency is that listed on here?

3 A Their terminal ID number is listed at the  
4 top. In the center it says DRI. The actual name of  
5 the agency isn't on here.

6 Q What does DRI refer to?

7 A That's the -- that's basically their terminal  
8 ID number for their CLEAN. Every CLEAN terminal's  
9 assigned an ID number and that's what that is.

10 Q So do you have any way of looking at this and  
11 knowing who the issuing agency for the warrant is?

12 A Just by looking at the letters, it looks like  
13 maybe it was ATF.

14 Q Is this the federal ATF?

15 A Yes.

16 Q Alcohol, Tobacco, and Firearms?

17 A Yes.

18 Q And you routinely run the CLEAN checks on  
19 anybody who's coming in to see if there's any warrants  
20 outstanding for them?

21 A Correct. That's part of our procedures.

22 Q And if there had been other warrants, for  
23 example, a state, another state's warrant or some  
24 other warrant for a state charge, that would show up  
25 as well?

1           A     As long as it was entered in the CLEAN  
2 system, yes, it would show up.

3                     (Whereupon, a document was produced and  
4 marked as Kodack Exhibit No. 16 for identification.)

5 BY MS. TOBIN:

6           Q     Okay. This is Kodack 16. Do you recognize  
7 that document?

8           A     This is a federal detainer.

9           Q     And what information would you use from this  
10 document, if any?

11          A     I would ensure that this was lodged on the  
12 inmate as a detainer to hold him.

13          Q     So in terms of this is a document saying that  
14 he was sentenced to 162 months. Would you do anything  
15 with that information, the 162 months?

16          A     Just reflect it in the detainer screen that  
17 he was sentenced to 162 months.

18          Q     But it has no impact on the state sentence?

19          A     No, it does not.

20          Q     And then on this document the first  
21 paragraph, second sentence says the attached judgment  
22 and commitment order commits the subject to the  
23 custody of the US Attorney General to serve the  
24 following sentence of imprisonment.

25                     And do you get the judgment and commitment

1 orders along with the detainers? Do you get that  
2 attachment and put it in the file?

3 A If we receive it, yes.

4 Q Is it not required for you to have it in the  
5 file?

6 A No. This is the only thing we're required to  
7 have to lodge it as a detainer.

8 Q So that judgment and commitment --

9 MR. KEATING: She doesn't necessarily need to  
10 have it. This is the detainer. Sometimes they do get  
11 it. I think that's what she testified to.

12 BY MS. TOBIN:

13 Q And so this would just be lodged in the  
14 computer system?

15 A Yes.

16 Q And that would mean when he's done with his  
17 state sentence, he goes and serves his -- he is held  
18 for the marshals to come and get him for his federal  
19 sentence?

20 A Correct.

21 MR. KEATING: Or they're required to be  
22 notified as it says.

23 (Whereupon, a document was produced and  
24 marked as Kodack Exhibit No. 17 for identification.)

25 BY MS. TOBIN:



1 Q Showing you Kodack 17. Can you identify what  
2 this is?

3 A This is a detainer modifying his federal  
4 sentence from 162 months to 95 months.

5 Q And would you do anything with this?

6 A Again, just modify it in the detainer screen  
7 that he was resentenced to 95 months.

8 Q On his federal sentence?

9 A Correct.

10 Q On this one in the middle part on Kodack 17,  
11 there's a notation 95 months, credit time served  
12 9/23/02, four years S. rel, concurrent with state.  
13 What does that mean to you, if anything?

14 A Again, I believe I had said before all  
15 federal detainers even if they do say they're  
16 concurrent with the state, they get applied as a  
17 detainer unless we receive a calculation from the  
18 Bureau of Prisons. If the Bureau of Prisons does not  
19 provide us with a calculation, it stays on as a  
20 detainer.

21 Q And did you -- do you know whether you got  
22 such a notification or calculation from the BOP in  
23 this case?

24 A No, we did not.

25 Q So in terms of the information concurrent

1 with state, do you just note that in the computer but  
2 it has no impact on the state sentence?

3 A Yes.

4 Q So at this point, November 21st, 2006 on  
5 Kodack 17, Mr. Chappelle's still in the DOC system,  
6 you get this piece of paper, and his time in the DOC  
7 system's still just going to his DOC sentence?

8 A That's correct.

9 Q Okay.

10 (Whereupon, a document was produced and  
11 marked as Kodack Exhibit No. 18 for identification.)

12 BY MS. TOBIN:

13 Q Showing you Kodack 18. Do you recognize this  
14 document?

15 A Yes. This is -- it's a warrant for arrest  
16 for paroled prisoner.

17 Q Is this one of the required documents when  
18 someone comes back from parole or is this different  
19 than the detainer document?

20 A This is different.

21 Q So if you look at Kodack 12 and compare it to  
22 Kodack 18, how do you use Kodack 18, the warrant for  
23 the arrest of paroled prisoner, if you use it at all?

24 A Typically we do not use this. This is  
25 something that the parole board issues if they have

1 someone I think that they're picking up from another  
2 agency.

3 Q This Kodack 18 is signed by the Director of  
4 Interstate Services on August 14th of 2007.

5 A Yes.

6 Q So that's after Mr. Chappelle has already  
7 been taken by the Feds to go serve his federal  
8 sentence; is that correct?

9 A That's correct. This was their detainer to  
10 the Feds for him to return to Pennsylvania.

11 Q So the parole board issued this and delivered  
12 it to the BOP?

13 A Correct.

14 Q Do you know why it's in his DOC file?

15 A I can take a guess that they returned it to  
16 us when they brought him back.

17 MR. KEATING: The Feds?

18 THE WITNESS: When the Feds brought him back.

19 MR. KEATING: As part of their paperwork or  
20 something?

21 THE WITNESS: Or I should say when parole  
22 picked him up.

23 BY MS. TOBIN:

24 Q So he was actually returned -- he was  
25 arrested in October 2001 after he was out for six

1 months on parole and this warrant for his arrest is  
2 dated August of 2007, six years later, and in the  
3 meantime he was here at Coal Township. Do you have  
4 any idea why the warrant for his arrest would come six  
5 years after?

6 A Again, because he went out to the Feds on  
7 July 19th of '07 to serve that sentence. The parole  
8 board wanted him back so they issued this warrant for  
9 them to know that they needed to notify Pennsylvania  
10 to come and get him.

11 Q I see. Okay.

12 A So just as the Feds issued a detainer for us  
13 to send him, the parole board issued a detainer for  
14 them.

15 Q Okay. This clears up a question in the case  
16 of who issued the detainer. Okay. So in terms of  
17 looking into why a detainer is issued, you mentioned  
18 that the parole board will tell you that one is issued  
19 and then if you question why, can you ask them?

20 A I can, yes. Yes.

21 (Whereupon, a document was produced and  
22 marked as Kodack Exhibit No. 19 for identification.)

23 BY MS. TOBIN:

24 Q This is Kodack 19. Do you recognize this  
25 document?

1           A     This is a -- looks like this is a letter from  
2     the Eastern -- the Federal Eastern District advising  
3     our office that he was resentenced. That Mr. Jessup  
4     was resentenced.

5           Q     And is this -- this is something that was  
6     sent to the records room here?

7           A     Yes.

8           Q     At Coal Township. And this is after he  
9     was -- he had been brought back here?

10          A     Yes.

11          Q     April 22nd, 2009?

12          A     Yes.

13          Q     The first paragraph describes his federal  
14     sentencing and says that he had been initially  
15     sentenced 162 months, then he was resentenced to 95  
16     months, and then he was resentenced again to 24 months  
17     on November 24th, 2008.

18                 And then on April 14th, 2009, he completed  
19     his federal sentence and was released to a detainer by  
20     the parole board.

21                 The second paragraph. We confirmed that Mr.  
22     Jessup is presently incarcerated at your facility with  
23     no set release date. The purpose of this letter is to  
24     request that our office be notified when Mr. Jessup is  
25     scheduled to be released from custody.

1           Please have Mr. Jessup sign this letter --  
2   this is the third paragraph -- to verify his  
3   understanding of his federal supervision status. A  
4   copy of this letter should be mailed to this office at  
5   the above address. Please keep a signed copy of this  
6   letter in Mr. Jessup's institutional file and provide  
7   him with a copy.

8           MR. KEATING: Okay. You skipped a sentence.  
9   It says at that time he will commence his four-year  
10   supervised release term just for the record.

11          MS. TOBIN: Yes. You're right. I skipped a  
12   whole paragraph.

13          MR. KEATING: Okay. But he still had some  
14   parole left on his federal sentence.

15          THE WITNESS: Exactly.

16   BY MS. TOBIN:

17          Q    So on the next page of this exhibit signed by  
18   Alice Colloton. Do you know who that is?

19          A    It says she's the supervising US probation  
20   clerk.

21          Q    Not someone you have contact with?

22          A    No.

23          Q    And then at the bottom it has a space for Mr.  
24   Jessup and Mr. Chappelle's signature and a date. It  
25   looks like he signed it on April 29th, '09. When the

1 records office got this letter, did you handle this?

2 Do you know if a records specialist handled this?

3 A I don't recall. I don't recall at all.

4 Q But somebody got Mr. Chappelle to sign this  
5 so someone followed the instructions?

6 A It appears that way, yes.

7 Q Okay. And it is directed to the record room?

8 A Yes.

9 Q Okay. So I think we can take a lunch break.  
10 I will have more questions for you, and I apologize  
11 for the length of time.

12 (Whereupon, a luncheon recess was taken from  
13 12:27 p.m. until 1:03 p.m.)

14 AFTER RECESS

15 BY MS. TOBIN:

16 Q I had a question about you mentioned  
17 technical parole violators and convicted parole  
18 violators. TPV and CPV. For a convicted parole  
19 violator does that refer to a state conviction?

20 A It refers to -- it can be -- it's any  
21 conviction.

22 Q Federal or state?

23 A Correct.

24 Q So from your understanding, when the parole  
25 board recommits somebody as a CPV, convicted parole

1 violator, and it's a federal conviction not a state  
2 conviction, how is that person treated -- is that  
3 person treated differently than a TPV?

4 Can the parole board recommit somebody as a  
5 CPV if it's not a state conviction? Are they able to  
6 do that?

7 A Yes.

8 Q From your understanding?

9 A Yes.

10 Q Okay. And then -- but that conviction  
11 wouldn't figure in to any additional time for them,  
12 that's just the basis for them going back in?

13 MR. KEATING: You mean that conviction for  
14 additional time relative to the calculation by the  
15 parole board?

16 MS. TOBIN: Yes.

17 MR. KEATING: I think you have to ask the  
18 parole board that question.

19 BY MS. TOBIN:

20 Q Well, let me just ask you this. I'm trying  
21 to get clear CPV versus TPV. Technical parole  
22 violator you violate a condition of your parole, you  
23 don't report. You do something but it's not a crime  
24 and it's not a state conviction or a federal  
25 conviction. The parole board has the authority to



1 recommit the person, right?

2 A Yes.

3 Q And in that situation, the parole board can  
4 make that person serve the rest of their original  
5 sentence and not even give them the chance to apply  
6 for parole; is that correct? They can choose not to  
7 allow them?

8 A From my understanding, yes.

9 Q Okay. If they're a convicted parole  
10 violator, then the parole board can also put them back  
11 in based on the fact that they incurred a criminal  
12 charge and they have a conviction. And then any new  
13 amount of time added to that custody would be coming  
14 from a court, right?

15 A Yes.

16 Q For a convicted parole violator?

17 A That's correct.

18 Q Okay. But the parole board can put somebody  
19 back in even if they just have a federal conviction,  
20 just the fact of having committed a crime and being  
21 charged?

22 MR. KEATING: Okay. I really don't want to  
23 interrupt but you're really asking a lot of questions  
24 that are based towards what the parole board can do  
25 and cannot do, and I think it's more --

1 MS. TOBIN: I'm just trying to understand  
2 when a parole violator -- I'm trying to get her  
3 understanding of what happens when a person has  
4 violated parole and how the records department  
5 classifies and deals with them.

6 MR. KEATING: Okay. And I just want the  
7 record to reflect that this may be my client's  
8 understanding but she can't be held to what the parole  
9 board can or cannot do legally under their rules and  
10 regulations.

11 MS. TOBIN: That's understandable. I just  
12 want to know how the DOC handles these people that the  
13 parole board are sending back to prison. That's the  
14 goal. So that's helpful.

15 BY MS. TOBIN:

16 Q I'm gonna ask you some more questions about  
17 records office functions and look at the release  
18 section of Policy 11.5.1. And this will be Kodack 20.

19 (Whereupon, a document was produced and  
20 marked as Kodack Exhibit No. 20 for identification.)

21 BY MS. TOBIN:

22 Q If you could take a look at that. This is  
23 Kodack 20. Do you recognize that document?

24 A Yes, I do.

25 Q And what is that?

1 A This is our policy on releases.

2 Q And is this something that you have to use  
3 every time an inmate is released from the institution?

4 A Yes.

5 Q Okay. If you'll take a look at page 2-3,  
6 Section B at the bottom. Types of releases.

7 A Yes.

8 Q Talks about a sentence complete SC type of  
9 release. Is this the type of release where you  
10 mentioned earlier you have a nine-month out file. You  
11 have a report that's nine months out. Is this a type  
12 of release that you would -- that would be included on  
13 that report?

14 A Yes, it is.

15 Q Okay. So if you could just explain to me^--  
16 obviously the document says what it says. But if you  
17 could explain to me how you prepare -- first of all,  
18 how do you even know that an inmate is going to be  
19 released in nine months? What triggers that in the  
20 records office? How do you know to include somebody  
21 on their -- on the nine-month out report?

22 A Basically I run a query in our mainframe and  
23 it generates a report. I run a query requesting  
24 inmates being released for say December of 2012. And  
25 it'll generate a list of inmates with those maximum

1     dates or minimum dates and recomputed max dates.

2           Q     So you do that on -- how frequently do you  
3     run the query?

4           A     Once a month.

5           Q     And that gives you your list of people that  
6     you have to generate the nine-month out report for?

7           A     Yes.

8           Q     Okay. So it's computer generated. You don't  
9     have like a card file where you're like oh, so and  
10    so's getting out?

11          A     Right.

12          Q     Okay. And if an inmate comes to you and says  
13    hey, you know, I should have maxed out, writes a  
14    request slip, what steps do you take to look into that  
15    claim? What do you -- if he's not on your nine-month  
16    out list and you didn't know about this until he  
17    alerted you, what's your next step?

18          A     First thing I would do is I would bring him  
19    up in our computer just to see what his max date is.  
20    If there's any basis to his claim. And I would pull  
21    the file and review it to see exactly what it is he's  
22    saying if he's not -- if I look at the computer and  
23    he's not beyond his max date and he's claiming that  
24    maybe he should have gotten credit, I would pull the  
25    file and I would review it and see if there's any

1 basis to his claim.

2 Q And that's your standard procedure --

3 A Yes.

4 Q -- for doing that?

5 A Yes.

6 Q Is there a section of the records office  
7 operations manual that goes -- that provides you with  
8 the steps you would take to handle such a claim or  
9 question?

10 A No.

11 Q That's just your practice?

12 A Yes.

13 Q Do you meet with the inmate if you need to to  
14 talk with him?

15 A If I would need to, I would, yes.

16 Q And then other than that, you would  
17 communicate by writing?

18 A Yes. Or through his counselor.

19 Q And if you'd turn to page 2-6 of this  
20 document. The state parole type of release. And is  
21 this another type of release that would be  
22 incorporated into the nine-month out report?

23 A Yes. No. No. I'm sorry. Well, it would  
24 generate the minimum dates. Inmates coming up on  
25 their minimum dates it would reflect.

1 Q So the nine-month out report, is there  
2 another name for that?

3 A I call it pending release report. It's  
4 called the pending release report.

5 Q The pending release report is only for maxing  
6 out or just any -- it could also be for parole  
7 releases?

8 A It could also -- it tells me that they're  
9 eligible for parole. Their minimum dates are for that  
10 specific month that I ran the report.

11 Q Okay. And then obviously the parole board  
12 decides whether they get paroled or not?

13 A Correct.

14 Q Okay. Are there any policies on releases or  
15 procedures other than this one from the procedures  
16 manual?

17 A No. No.

18 MR. KEATING: You mean concerning releases?

19 MS. TOBIN: Yes.

20 BY MS. TOBIN:

21 Q Okay. On page 2-7 of this Section I,  
22 PBPP-140, order to release from temporary detention or  
23 to cancel warrant to commit and detain. States that  
24 an inmate who has been returned to the department by  
25 the PBPP may have his/her warrant to commit and

1 detained canceled. Have you ever had that happen?

2 A Oh, yes. Yes.

3 Q And under what circumstances does that  
4 happen?

5 A Again, we go back to the PVP status of an  
6 inmate. If an inmate's brought back as a parole  
7 violator and he has -- because he was arrested,  
8 they're bringing him back pending disposition of those  
9 charges.

10 If they have no technical violations to  
11 violate him on and all that's holding him are those  
12 pending charges, if those charges at any time are  
13 released, we will -- the parole board will issue a  
14 release of warrant.

15 Q And then does he get then released directly  
16 to the streets, then back on parole?

17 A Yeah. Yes. He continues on parole. It's  
18 what we call no recommit action.

19 Q Okay. So he would be incarcerated for such  
20 time until you're notified by the parole board that  
21 they're withdrawing that?

22 A That's correct.

23 Q If that happens, the time that he was in does  
24 that get credited to his original sentence then in the  
25 event that -- do you credit it to his original

1 sentence in the event that he comes back in, let's say  
2 he violates parole again?

3 A Anytime -- after an inmate is paroled, any  
4 change in his original sentence is done by the parole  
5 board. It's no longer done by the Department of  
6 Corrections. It comes from the parole board.

7 Q So that credit for that time while they're  
8 figuring out whether or not they can keep him, they  
9 would be responsible for tracking that?

10 A That's correct.

11 Q But you have access to that information I  
12 would imagine?

13 A Yes. That's all reflected like in his moves  
14 report. I can see when he was here and when he  
15 wasn't.

16 Q Okay. I am -- actually, I would like to get  
17 copies made of that. I couldn't locate it.

18 A Do you want me to run and do that?

19 Q We don't need it now, but thank you for  
20 bringing that. And then the next part. Time for  
21 processing the lift of a PBPP warrant. The inmate  
22 shall be processed as soon as possible. If there are  
23 problems obtaining information, the inmate cannot be  
24 held any longer than four working days from the date  
25 of the lift of a warrant.



1           And then the last item, 2C, if the inmate is  
2 past his or her sentence complete date, the inmate  
3 must be cleared for immediate release. Have you had  
4 that happen before?

5           A     Yes.

6           Q     And under what circumstances? Like how does  
7 that work out mechanically?

8           A     Again, a lot of times we'll have an inmate  
9 brought in. Maybe he's not necessarily past his  
10 maximum at the time he's brought in but he may have  
11 new charges or technical violations. They may be  
12 holding him on delinquency time.

13           But if we're holding him and we have that  
14 letter to hold him, we will have that letter to hold  
15 him past his maximum date. If they at any time after  
16 that cancel their warrant, basically we process them  
17 the same day and they're released that day.

18           Q     And how are you -- so how are you notified --  
19 in the past when this has happened, how have you been  
20 notified of this situation that the sentence complete  
21 date?

22           A     I've gotten faxes, I've gotten e-mails, a  
23 phone call.

24           Q     Does the inmate sometimes tell you?

25           A     No.

1 Q You haven't heard from the inmate that^--

2 A His warrant was lifted?

3 Q No. That he is past his sentence complete  
4 date?

5 A As a parole violator pending do you mean?

6 Q Right.

7 A Oh, yes. Yes.

8 Q So what steps do you take in that case?

9 A I tell them to contact the parole board. We  
10 have no control over their PVP status. When they're  
11 in PVP status, at that time everything is on the  
12 parole board to recommit them or to release them.

13 Q But you have access to their sentence -- you  
14 have access to the data, the information in your  
15 computer system about when they've been in and what  
16 their max dates are, right?

17 A Yes.

18 Q So you could check that?

19 A Yes.

20 Q The delinquent time that you mentioned  
21 earlier is something that the parole board calculates,  
22 right?

23 A That's correct.

24 Q Where does DOC record that if anyplace? Do  
25 you have that in the file?

1           A     We don't record the actual dates. Usually  
2 we're provided a number of days from the parole board  
3 that they were delinquent.

4           Q     And where would that be documented?

5           A     If they had delinquent time, it's documented  
6 on their 16E. There's a box on their 16E that records  
7 their delinquent time.

8           Q     Okay. And that's something that the parole  
9 board would give you and then you would put it into  
10 the computer that would then be in the 16E?

11          A     Yes.

12          Q     Okay. If you turn to page 2-9 of this  
13 document. Section five. Parole violator pending with  
14 federal sentences. What does this part of the  
15 procedures manual mean to you? If you could walk me  
16 through what you do when someone comes in with this  
17 situation.

18          A     If we get a parole violator in with a federal  
19 sentence -- is it okay if I just take you through the  
20 policy because this is what I would do?

21          Q     Certainly.

22          A     Because we don't get them very often.

23               MR. KEATING: Are you just going to read the  
24 thing into the record?

25               BY MS. TOBIN:

1 Q I might have questions for you as you read  
2 it.

3 A Okay. Again, if a new sentence is imposed  
4 upon the parolee, the service of the balance of said  
5 term originally imposed shall precede the commencement  
6 of the new term.

7 If a person is paroled from any state penal  
8 or correctional facility under the control and  
9 supervision of the Department of Justice and the new  
10 sentence imposed upon him or her is to be served in  
11 any such state penal or correctional facility.

12 If a person is paroled from a county penal or  
13 correctional facility and the new sentence imposed  
14 upon him or her is to be served in the same county  
15 penal or correctional facility.

16 In all other cases, the service of the new  
17 term for the latter crime shall precede commencement  
18 of the balance of the term originally imposed.

19 Q Okay. So on that part, I have a question for  
20 you.

21 A Sure.

22 Q My understanding of that, and I want to know  
23 yours, is if you come -- if a person comes in after  
24 violating parole and only has a federal sentence, this  
25 seems to say that the federal sentence should be

1 served at that point and then the person should come  
2 back and serve the original state sentence?

3 A Correct.

4 Q So who makes sure that that happens and how  
5 do you make sure that that is the process that's  
6 followed?

7 A In these cases, again, at this time because  
8 things have changed. At that time what we did with  
9 Mr. Chappelle he was actually here in DOC custody when  
10 he was sentenced originally on his federal sentence.  
11 Those charges were pending up until I'm not sure what  
12 the exact date was. Up until it looks like September  
13 of 2002.

14 And what we require from the parole board in  
15 order -- because he was already recommitted by the  
16 parole board. He had been recommitted by the parole  
17 board. And what we required at that time was they  
18 issued a relinquishment letter relinquishing custody  
19 from the Department of Corrections to the Feds that  
20 was provided to the Feds when they picked him up.

21 Q So you required that of the parole board?

22 A Yes.

23 Q In order to give him to the Feds?

24 A Yes.

25 Q Do you know if there's a copy of that letter

1 in the file?

2 A Yes, there is.

3 Q Okay. And so that letter was issued by the  
4 parole board to -- it was directed to the Feds?

5 A I'm not sure who it was directed to. I  
6 believe it's addressed to whom it may concern is how  
7 it's addressed I believe.

8 Q Okay. So we know from your moves report and  
9 from other documents that he didn't go to the Feds  
10 until July 19th of 2007; is that matching?

11 A Yes.

12 Q So from the time he was sentenced in the Feds  
13 which was 2002 to the time he was sent to the Feds to  
14 serve that sentence in 2007, that five years he was  
15 still here?

16 A That's correct.

17 Q So this -- going back to the policy. He  
18 wasn't immediately sent to serve his federal sentence?

19 A No.

20 Q Okay. And that time that he was here that  
21 went to his state -- that credit went to his state  
22 sentence?

23 A That's correct.

24 Q Okay. And then the next -- do you have any  
25 idea why the delay in getting the relinquishment? I

1 mean I know that comes from the parole board but it  
2 was in 2007.

3 A I can't answer that. Again, that's something  
4 you would have to ask them. As long as -- as far as  
5 we're concerned as long as he had been recommitted by  
6 the parole board we cannot release him to the Feds  
7 without something from the parole board.

8 Q Okay. So by the time he was sentenced in his  
9 federal charges which took about a year, from 2001 to  
10 2002, parole board had already said we're recommitting  
11 you?

12 A Yes. Once -- it looks like once he was  
13 convicted, they pretty much recommitted him almost  
14 immediately.

15 Q Okay. Who is in charge -- if you know, who  
16 is in charge of overseeing this whole process of who  
17 gets him, the Feds or us?

18 A That's dictated by the Parole Act which is  
19 actually referred to.

20 Q Yeah. That's what we're -- the Parole Act  
21 says that the new term for the latter crime shall  
22 precede commencement. But it didn't happen in this  
23 case because he didn't start serving his federal  
24 sentence until 2007. So it didn't precede  
25 commencement of the balance so who's the person who's

1 supposed to -- person or department that's supposed to  
2 make sure that this section two happens?

3 A I don't even know how to answer that.

4 Q It's a statute and --

5 A Right. Right. We do our notifications and  
6 say this is what we need. And all we can do is  
7 follow-up to make sure that we get it.

8 Q Okay. And then the next part is B, federal  
9 law/policy contends that in this situation the state  
10 has primary jurisdiction since there has been no final  
11 action by the PBPP. The result of this conflict is  
12 that the federal authorities refuse to take custody  
13 and the PBPP refuses to recommit the inmate.

14 Then C. The following procedures are to be  
15 followed until the conflict can be resolved: When an  
16 inmate is received and meets the criteria stated in  
17 Section B.4.a and b above, a memorandum stating the  
18 facts is to be sent to the records  
19 administrator/assistant records administrator.

20 So how does that play out in terms of what  
21 you do?

22 A This isn't -- that wasn't the case in Mr.  
23 Chappelle's situation because in this case, in Mr.  
24 Chappelle's situation, the parole board did recommit  
25 him and that's where we ran into issues because they



1 had already recommitted him and they weren't issuing a  
2 new board action to revert him back to a PVP.

3 Q What does that mean?

4 A A lot of the times we'll have instances where  
5 you have an inmate that they recommit. In his  
6 instance they recommitted him as a TCB. What they can  
7 do the board can issue a new -- they'll record a new  
8 board action saying we are now changing you back to a  
9 parole violator pending and making you available to go  
10 serve this sentence.

11 They can't serve that sentence -- they can't  
12 serve a new conviction at the same time that they're  
13 serving their parole violation.

14 Q Okay.

15 A So when they change them back to PVP status,  
16 that makes them available to serve the new sentence  
17 that they've incurred.

18 Q The new state sentence or new federal?

19 A Any sentence. Any sentence. That's what  
20 happened in this case. For whatever reason it took  
21 them forever to revert him back to a parole violator  
22 pending.

23 Q So the parole board delayed giving him some  
24 kind of status that then you're saying that prevented  
25 him from going to the Feds?

1           A     That's correct.

2                     MR. KEATING: I'm going to object to the use  
3 of the word delayed.

4 BY MS. TOBIN:

5           Q     Okay. The parole board took from 2001 to  
6 2007 to change his status back to PVP and that had to  
7 happen before he went to the Feds to serve his  
8 sentence?

9           A     That's correct.

10          Q     Okay. So during that six-year period, 2001  
11 to 2007, he wasn't serving his federal sentence so the  
12 only sentence he could have been serving was his state  
13 sentence?

14          A     That's correct.

15          Q     Section -- so back to the policy on page 2-9.  
16 Was there a memorandum stating the facts of this sent  
17 to the records administrator?

18          A     No.

19          Q     And that's because the board had already  
20 recommitted him?

21          A     That's correct.

22          Q     And so you followed a different procedure for  
23 that?

24          A     That's correct.

25          Q     And you said you asked for a relinquishment

1 letter from the parole board?

2 A Yes.

3 Q Do you recall when you asked for that?

4 A No, I do not.

5 Q But that would have been reflected in some  
6 communication from you to the parole board?

7 A It should have been. I'm not sure if there  
8 is or not.

9 Q Okay. Section two, the facility shall track  
10 these inmates so that their incarceration does not  
11 exceed the length of the federal sentence and the time  
12 that he or she would serve if the PBPP issued a final  
13 recommitment action. How do you track them?

14 A I'm sorry. Where were you referring to?

15 MR. KEATING: We're down here. The  
16 facilities shall track.

17 MS. TOBIN: 2-9.

18 MR. KEATING: If there's a conflict, the  
19 following procedures are to be followed until the  
20 conflict can be resolved. Two, the facility shall  
21 track these inmates.

22 If there is such a conflict. Not necessarily  
23 in this case. If this were to happen, what happens to  
24 track them?

25 THE WITNESS: We track -- there's really not

1 a set -- there's nothing in the procedures that says  
2 how we track them. We have a calendar that we utilize  
3 that we set reminders to check on certain things  
4 periodically.

5 If we have an inmate that's a parole violator  
6 pending and he's beyond his maximum date, we will set  
7 a reminder to check on his say active charges or  
8 sentence at a certain time, at a pertinent time.

9 BY MS. TOBIN:

10 Q Okay. And is that an electronic calendar?

11 A Yes.

12 Q And who's responsible for doing that checking  
13 process in the records?

14 A The specialists will usually check on that.  
15 And, again, if they have questions, they come to me.

16 Q Okay. So in Mr. Chappelle's case, was he  
17 tracked?

18 A No. Because he was recommitted.

19 Q Okay. So he was in, you knew he was in  
20 because the parole board recommitted him so there was  
21 no question that he was serving his state sentence?

22 A That's correct.

23 Q Did you contact the records administrator or  
24 assistant records administrator in Mr. Chappelle's  
25 case at all? Was there any -- do you remember any

1 communication?

2 A I don't -- I can't recall at this time. I  
3 would have to look through his file to see if there's  
4 anything in there.

5 Q But nothing with regard to this tracking  
6 business?

7 A No.

8 MR. KEATING: I think she said this section  
9 didn't apply.

10 MS. TOBIN: Right. I'm trying to understand  
11 generally what the procedures are and then  
12 additionally what happened in this case.

13 MR. KEATING: You keep asking about whether  
14 she tracked under this section here, and I think she  
15 keeps saying it didn't apply to this section.

16 BY MS. TOBIN:

17 Q Okay. On page 2-12, there's a section about  
18 vacated sentences and convictions. If you'd just take  
19 a minute to read that to yourself, and let me know  
20 when you're done.

21 A Okay.

22 Q So this section is my understanding correct  
23 that it's only referring to state sentences, not  
24 federal?

25 A That's correct.

1 Q Okay. So, again, federal doesn't mean you  
2 have to do anything except lodge a detainer?

3 A That's correct.

4 Q On page 2-15, item 12, inter-facility  
5 transfers. Is that the process that you were  
6 describing earlier where you have to file a petition  
7 for -- transfer petition?

8 A Yes.

9 Q And on page 2-17, Section E, processing  
10 temporary transfers. Is that the procedure governing  
11 what you talked about earlier in terms of transferring  
12 temporarily to court?

13 A Yes.

14 Q Okay. On section -- or excuse me, page 2-19,  
15 item C. If you could read that to yourself and just  
16 let me know -- actually, just to the bottom of the  
17 page, and let me know when you're done.

18 A Okay.

19 Q Is this a release checklist you were  
20 referring to earlier?

21 A Yes, it is.

22 Q And are there any other -- I think I may have  
23 asked this. I apologize if I did. Other than this  
24 one release checklist, are there other checklists that  
25 you go through for releasing inmates?

1 A No. No.

2 Q Okay. If you turn to page 2-21. Section D  
3 refers to sentence computation errors and says that  
4 sentence computation errors shall be reported to the  
5 BOSS, technical records supervisor via a sentence  
6 computation error information sheet, attachment 2J, as  
7 soon as the error is discovered.

8 When an error has occurred, the records  
9 supervisor shall ensure that the error is corrected  
10 after receiving direction from the records  
11 administrator/assistant records administrator, and  
12 issue the inmate a new 16E with the recalculation.  
13 What is the BOSS?

14 A I have no idea what they're referring to  
15 there to be honest with you. I have no idea.

16 Q The -- who is the technical records  
17 supervisor?

18 A There's a few. Right now I'm not even --  
19 they have a unit within the CSCU. It's called  
20 technical records. They're specifically used for  
21 questions to answer questions amongst institutions in  
22 the field.

23 But there's a general mailbox that we send  
24 the sentence computation sheets to -- or the error  
25 sheets. There's a general inbox that we send them to.

1 Q Okay. And then if you take a look at  
2 attachment 2J, is it the same form that you use?

3 A Yes.

4 Q And have you filled these out before?

5 A Yes, I have.

6 MR. KEATING: Who'd you send it to? The  
7 BOSS? Who's the BOSS?

8 THE WITNESS: I don't know what that means to  
9 be honest with you. Again, we send them. There's a  
10 general inbox that we send them to.

11 BY MS. TOBIN:

12 Q The technical records supervisor. And then  
13 you do that by e-mail?

14 A Yes.

15 Q And then how do you get response or  
16 resolution? Is that also by e-mail?

17 A Typically what happens it all depends on  
18 where the error occurred at. If the error occurred,  
19 originated from CSCU, they will change or modify the  
20 sentence and they'll notify us via e-mail that they  
21 did, they corrected the error and a new 16E was  
22 generated.

23 If it's from another institution, if it  
24 originated from another institution, they'll respond  
25 back and say yes, you are correct. Please make an



1 adjustment.

2 Q And that communication would be in the DC-15?

3 A Yes.

4 Q And I'm looking at the attachment 2J has  
5 different categories. Institution, inmate number,  
6 inmate name, sentence calculation error, yes/no. What  
7 was the error? How was the error discovered is fourth  
8 from the bottom. How are these errors discovered?

9 A Sometimes when we receive an inmate in from  
10 another institution, again, it's while we're checking  
11 to make sure all documents are there. Sometimes it'll  
12 be upon release. Sometimes it will be if an inmate is  
13 being processed for what we call outside clearance  
14 which means they're going to go work outside the  
15 fence.

16 Sometimes when they're being processed for  
17 that, we'll discover them. Sometimes it'll be  
18 somebody contacted us whether it be the inmate or a  
19 counselor regarding a question they had.

20 Q So any variety of people?

21 A Yes.

22 Q Who gets notified of the errors within -- who  
23 gets the notification? Would that be the records  
24 specialist who is notified of the error or would it be  
25 you? What's the internal DOC procedure for notifying

1 records of errors in a sentence computation?

2 A I'm not --

3 Q Who handles getting notified of that? I mean  
4 there's an error out there. Is there a procedure that  
5 you have in the records office for responding to that,  
6 handling that?

7 A I would say if a specialist discovers the  
8 error, they're coming to me. If there is an error, if  
9 they have a question if there is an error, they will  
10 come to me with it regardless of how they were  
11 notified. There's no specific procedure. Again,  
12 we're notified a variety of ways by a variety of  
13 people so it all depends.

14 Q And if this was filled out, would a copy be  
15 in the DC-15?

16 A Yes.

17 Q And the response from whomever you sent it  
18 to, the technical records supervisor would be there,  
19 too?

20 A Correct.

21 Q And then the next section on page 2-21,  
22 Section E, erroneous release or held past sentence  
23 complete date. If you could just read -- well, have  
24 you dealt with this before, too, this issue of held  
25 past sentence complete date?

1           A     Are you referring to, again, with parole  
2 violators as well?

3           Q     Just anyone. Have you ever -- how do you  
4 handle people -- how do you handle held past sentence  
5 complete date issues?

6           A     We've already had ones where inmates have  
7 been resentenced and now they're past their max and  
8 you have to process them out immediately. We contact  
9 our records administrator and let them know the  
10 situation. We also do an extraordinary occurrence  
11 report which is also in here.

12          Q     And what do you -- what steps do you take  
13 when you're notified of a possible problem with this,  
14 with being held past sentence complete date? What are  
15 the steps that you take?

16          A     The first step is to review the sentence  
17 structure to make sure it is either correct or what  
18 happened that he was beyond his max. And then we  
19 notify central office which would be the records  
20 administrator of the error or that there was an issue.

21          Q     And then do you notify them?

22          A     After we notify them, then we go to the  
23 institution chain of command to let them know what's  
24 going on and what the situation is and that this --  
25 again, I would prepare an extraordinary occurrence

1 report at that time and then we would process the  
2 inmate for release.

3 Q When you're reviewing the sentence structure,  
4 what specifically do you do to do that?

5 A We're reviewing the sentencing orders, any  
6 detainers that we may possibly have, any credit,  
7 credit memos. If there's any letters from the judge,  
8 they're also reviewed.

9 Q So are you doing a calculation to  
10 double-check whatever the date is?

11 A Yes.

12 Q So you're adding up time in, comparing it to  
13 the orders?

14 A Yes.

15 Q When you're -- so you can be informed about a  
16 possible problem like this by an inmate? That's a  
17 possible source of a complaint?

18 A Yes.

19 Q When that happens, do you interview the  
20 inmate?

21 A No. Typically not.

22 Q And why not?

23 A The information that we have is -- I mean we  
24 have everything that we need available to us in the  
25 file. If I feel something was missing, would I, yes.

1 Q So it's a possibility?

2 A Yes. It's always a possibility.

3 Q How many sentence -- held past sentence  
4 complete dates have you dealt with since you've become  
5 records supervisor?

6 A That I can recall? Again, these were ones  
7 that inmates were either -- their sentences were  
8 recalculated by the parole board which was in Mr.  
9 Chappelle's case or an inmate was resentenced, his  
10 sentence was vacated and he was resentenced by the  
11 county and he's now past his max. I can recall three.

12 Q From 2007 until now?

13 A Yes.

14 Q And when it involves a parole board  
15 recalculation issue, what steps do you take in those  
16 cases?

17 A It's a little different. We do notify the  
18 records administrator and we do also do -- we don't do  
19 the extraordinary occurrence report because basically  
20 it was -- we're just being notified. We're just being  
21 notified by the parole board that his sentence  
22 changed.

23 Q Well, if someone comes -- an inmate comes to  
24 you and said I think I'm being held past my max date  
25 and you suspect that it's a parole related issue, what

1 do you -- what's your next step then?

2 A I tell him he needs to contact the parole  
3 board.

4 Q And if he does contact the parole board and  
5 comes back and still has an issue, what's your next  
6 step then?

7 A I've already contacted the parole board and  
8 asked them to review things. But, again, it's not  
9 up -- there's nothing I can do. I can ask them to  
10 review it. Just because I ask them doesn't mean  
11 they're actually going to.

12 Q So have you done that in the past?

13 A I have, yes.

14 Q And the results were?

15 A Sometimes they'll come back and they'll say  
16 yeah, we checked into it. It's right. I've had them  
17 come back and say oh, you're right. There's something  
18 we missed.

19 But, again, I can't change anything unless I  
20 get something from the parole board.

21 Q We're going to leave that for now. I want to  
22 take a look at -- I didn't bring many copies of this.  
23 This is the computation manual. But I did have just a  
24 few questions for you about that.

25 When did the computation manual come into

1 existence? Has it always been in existence as far as  
2 you know?

3 A There's been a lot of different versions of  
4 it. I know as long as I can recall there's been some  
5 sort of computation manual.

6 Q Okay.

7 A And it's always changing. The laws are  
8 always changing so it's never actually up-to-date. In  
9 fact, I think that's outdated. I'm sure it is. And,  
10 again, I think that's outdated because ever since they  
11 did triple RI and whatnot. I don't think triple RI is  
12 in there.

13 (Whereupon, a document was produced and  
14 marked as Kodack Exhibit No. 21 for identification.)

15 BY MS. TOBIN:

16 Q So I'm showing you what's been marked as  
17 Kodack 21. So can you identify this document?

18 A Yes. This is part of the computation manual.  
19 This is the slides.

20 MR. KEATING: This is the what?

21 THE WITNESS: The slides. Like the  
22 slideshow.

23 MR. KEATING: Like a slide presentation?

24 THE WITNESS: Yeah.

25 BY MS. TOBIN:

1           Q     So the first page it's Bate stamped at the  
2 bottom 936. Parole violators with new criminal  
3 charges. Just want to confirm that that's -- well,  
4 ask you is that new criminal charges that are state  
5 criminal charges or federal criminal charges?

6           A     By looking at this, it says county or another  
7 state.

8           Q     Okay. So --

9           A     It's not referring to federal.

10          Q     Okay. And if you skip to the next page, the  
11 top slide, parole violators with new criminal charges.  
12 Custody for return or effective date of PV return  
13 equal the date established by the board of probation  
14 and parole and reported on the recommitment order  
15 indicating when the inmate started to serve his or her  
16 backtime.

17                   Is that the same thing as the arrest date,  
18 when they're arrested?

19          A     Not necessarily, no. Again, I mean it does  
20 say it's established by the board of probation and  
21 parole.

22          Q     So you just get a date and however they  
23 establish it, you don't --

24          A     That's correct. I don't know how they  
25 establish it.



1 Q Okay.

2 A Sometimes you can kind of guess how they  
3 established it. Other times it's kind of like they  
4 pulled it out of thin air.

5 Q So what's your understanding of what backtime  
6 is?

7 A Backtime is -- we have two different things  
8 with backtime. We have backtime owed or we have  
9 backtime credit. Backtime is any time that they --  
10 it's kind of like what you were referring to as street  
11 time. That they were out on the street. That's  
12 considered backtime.

13 Q Is it accurate to say that the parole board  
14 calculates backtime and can make the inmate serve a  
15 period of backtime before he can apply for parole  
16 again?

17 A Yes. That is correct.

18 Q So when I see things in the documents that  
19 say backtime sentence, it's not a new sentence of  
20 commitment, is it?

21 A No.

22 Q It's just your original sentence, you have  
23 to -- you have 20 days left on your sentence. We're  
24 going to make you wait until you've served 10 before  
25 you file for parole again and that 10 days is your

1 backtime sentence?

2 A Yes.

3 Q Okay. So it's not -- parole board can't  
4 issue a new sentence?

5 A No, they cannot.

6 Q So then the backtime -- if I see something  
7 that says backtime sentence in these files, that can't  
8 then exceed the total number of days that the person  
9 was sentenced to by a court; is that correct?

10 A From what I understand, correct.

11 MR. KEATING: That's correct.

12 BY MS. TOBIN:

13 Q So you get a sentence of five years, that's  
14 365 times five. It's that number of days. You're out  
15 for six months. You then have a backtime sentence and  
16 the parole board says you can't apply until this date.  
17 That date can't be beyond the total number of days  
18 that that person served?

19 A Correct.

20 Q Okay. So these backtime, this basic  
21 convicted parole violator formula on Bates 937, is  
22 this a calculation that the records office does?

23 A No, it is not.

24 Q But it's in your slide so is it something  
25 that your people need to know about?

1           A     All this is for us is a guide explaining to  
2     us how they determine backtime and how they get the  
3     new PV max date.  It's only a guide.

4           Q     So that you know where these dates are coming  
5     from?

6           A     Correct.

7           Q     How does backtime impact -- so your office  
8     does a calculation for a controlling minimum and a  
9     controlling maximum, right?

10          A     Yes.

11          Q     And what is a controlling minimum?

12          A     Controlling minimum that's their -- that's  
13     the minimum that controls when they are able to --  
14     when they're eligible for parole.

15          Q     And then what's a controlling maximum?

16          A     That's their longest max.  That's their  
17     longest maximum date.

18          Q     Is it fair to say that the controlling  
19     maximum is the max date of each of their sentences  
20     that they're serving at that time?  Or let me just ask  
21     you.  How do you calculate the controlling max date?

22          A     It's done with their initial commitments.  
23     Sometimes you have an inmate serving multiple  
24     sentences.  If you have sentences running concurrently  
25     to each other, you're going to have multiple min and

1 maximum dates.

2 The controlling min is ultimately the longest  
3 minimum and same for the maximum. So you could  
4 actually have an inmate serving six different cases  
5 say A, B, C, D, E, F and A has the controlling min and  
6 F could have the controlling maximum. I don't know if  
7 that makes any sense or not.

8 Q Sure.

9 A It's very complicated.

10 Q And so the controlling min and max are dates  
11 that the records department calculates?

12 A That's correct.

13 Q Based on orders from a judge?

14 A That's correct.

15 Q And if somebody's held past their controlling  
16 max, that would be one of those situations held past  
17 sentence complete date?

18 A That's correct.

19 Q So if the parole board gives you a backtime,  
20 I'll call it a backtime sentence or a backtime, that  
21 can't extend the sentence that a court has imposed on  
22 the person? It can extend the date but it can't  
23 extend the number of days that that person was ordered  
24 to serve; is that right?

25 A That's my understanding, yes.

1 MR. KEATING: But it can change the  
2 controlling max?

3 MS. TOBIN: It can change the date.

4 MR. KEATING: Because of the backtime.

5 BY MS. TOBIN:

6 Q So just so I'm clear on that. If someone in  
7 the records office or you gets a calculation, a  
8 backtime calculation from the parole board that seems  
9 out of line with your controlling min, controlling  
10 max, your sentence calculations seems out of line with  
11 what everything your office has done and you get this  
12 date or this backtime sentence, what do you do when  
13 that happens?

14 A If I feel it's incorrect?

15 Q Yes.

16 A Again, I would contact our parole office and  
17 ask them to send it down for review. And that's all I  
18 can do. I can't change their calculation.

19 Q So you have to get them to look into it to  
20 recalculate it to send you a new date?

21 A Correct.

22 Q And if you did that, that would be in the  
23 DC-15?

24 A That's correct.

25 Q What would rise to the level of making you

1 feel like it was necessary to look into it?

2 A If I feel that -- again, like I said, some of  
3 these dates that they're coming up with I don't know  
4 where they're getting them. So that's why it's so  
5 hard for me or any of my staff to look at them and  
6 like have an alarm go off saying that this is wrong.  
7 It's difficult to look at them and just think oh, this  
8 is wrong.

9 If his max date was greatly extended or the  
10 backtime maybe, maybe the number of days that they  
11 issued for backtime owed looks wrong, I may contact  
12 them if it looks excessive. But other than that, not  
13 really. Not really any set triggers that would cause  
14 me to contact them.

15 Q Do you get training on this issue? Like does  
16 the parole board offer you or any records staff  
17 training on how they do their part?

18 A No, they do not.

19 Q And do you train parole board people on how  
20 things work in the records office?

21 A No, we do not.

22 Q Do you know why there's no inter-training?

23 A No, I do not.

24 (Whereupon, a document was produced and  
25 marked as Kodack Exhibit No. 22 for identification.)

1 BY MS. TOBIN:

2 Q Showing you Kodack 22. Do you recognize this  
3 document?

4 A Obviously looks like some type of memo. I'm  
5 not sure where it came from.

6 Q This was produced as part of discovery in  
7 this case. And I'm actually not sure where it came  
8 from either, so I was hoping you would.

9 A I'm not sure if this was something -- I know  
10 I didn't produce -- I didn't generate this.

11 Q If you would just take a moment to read it to  
12 yourself, and let me know when you're done.

13 A Okay.

14 Q On the first line, when checking file in and  
15 when doing release checklist or any other verification  
16 of sentence structure:

17 First step, check date of arrest on rap sheet  
18 for the OTN's of current sentences, if credit date is  
19 before arrest date, need to contact county to  
20 determine dates sat in custody on that OTN.

21 Is that precommitment credit?

22 A Yes.

23 Q The second one, check dates of sentence of  
24 other sentences to verify that credit isn't past date  
25 of sentence of current sentence or any sentences

1 imposed prior to any other sentences.

2 What does that mean to you?

3 A Basically we're checking to make sure that  
4 there wasn't double credit issued. To make sure he  
5 wasn't serving say a county sentence at the time  
6 during the time period they're attempting to give him  
7 precommitment credit for.

8 Q So you check to make sure that he doesn't get  
9 double credit?

10 A Yes. And, again, this is something that we  
11 did years back. This isn't done anymore.

12 Q In 2009 was this done?

13 MR. KEATING: If you remember.

14 THE WITNESS: We started issuing double  
15 credit in 2007 and sending letters after the credit  
16 was issued.

17 BY MS. TOBIN:

18 Q Was Mr. Chappelle, did he get double credit  
19 for anything as far as you know?

20 A Not that I'm aware of.

21 Q And then the third item, check every  
22 commitment order and verify calculation. Westmoreland  
23 and Montgomery County often provide long form that has  
24 discrepancies between 300B and long form.

25 Is this when you have to check the DC-300B to



1 make sure that you have accurately accounted for  
2 commitment credit?

3 A Yes.

4 Q Does anything on here -- what is double dip?

5 A Double credit letter is what I believe this  
6 is referring to.

7 Q And what is a double credit letter?

8 A At the time -- and, again, I'm going to go  
9 back because I actually think this is starting to come  
10 back to me where it came from. I want to say my prior  
11 supervisor, Don Young. This is something he typed up  
12 it looks like just by looking at the terminology.

13 Double dip letter we used to send that out if  
14 we found that an inmate had double credit. Previously  
15 prior to we call it the Oakman decision, we didn't  
16 used to give double credit. We would not apply it and  
17 then we would send a letter to the judge saying you  
18 ordered double credit. Please respond if you wish for  
19 the inmate to receive it.

20 If not, the credit -- the inmate's sentence  
21 has been calculated without the credit. And unless we  
22 hear from you within I believe it was 60 days, this  
23 calculation would stand.

24 Q Do you hear back from the judges on that?

25 A Sometimes we would. But, again, our

1 procedure has since changed due to the Oakman  
2 decision. Things have changed.

3 Q Okay.

4 A We now apply the double credit and then send  
5 the letter.

6 Q You apply it and then ask the question?

7 A Yes. Yes.

8 Q So the double credit letter goes to a judge?

9 A Yes.

10 Q Okay. I want to take a look at some of Mr.  
11 Chappelle's documents in his file including the  
12 DC-16E's.

13 (Whereupon, a document was produced and  
14 marked as Kodack Exhibit No. 23 for identification.)  
15 BY MS. TOBIN:

16 Q This will be Kodack 23. Do you recognize  
17 this?

18 A Yes. This is actually a DC-16D.

19 Q And what's the difference between a D and an  
20 E?

21 A E is just the electronic format. It's a more  
22 updated format of the sentence status summary.

23 Q And what information -- how are these  
24 generated?

25 A This one in particular?

1 Q Yes.

2 A They used to be typed on a typewriter. And  
3 what they used to do there's a sentence computation  
4 screen in our mainframe that we can go in and  
5 basically you're entering credit and the total term of  
6 the sentence, and it'll provide you with effective  
7 date and min and max dates.

8 Q And that information was input at the  
9 Diagnostic and Classification Center?

10 A Yes. At that time.

11 Q And now it's input at the institution?

12 A No. Now it's input at CSCU.

13 Q Okay. So what information can you tell me  
14 about Mr. Chappelle's sentences based on this first  
15 page of this exhibit?

16 A He is -- was serving a 6 to 12-year sentence  
17 with an effective date of 1/26/1995, a minimum date of  
18 1/26/2001, and a maximum date of 1/26/2007.

19 Q And in the dates section that is calculated  
20 by the computer?

21 A Yes.

22 Q Is there -- so when someone in the records  
23 office is -- so you got this transmitted from at the  
24 time it was the Diagnostic and Classification Center,  
25 this piece of paper came from them to Coal Township

1 and landed at the records office. I realize you  
2 weren't there. But is that how the process would  
3 work?

4 A Yes.

5 Q And what would be -- what would the person  
6 receiving this document do once they got this piece of  
7 paper?

8 A At that time they would have made a copy or  
9 we discussed earlier the time files. They would have  
10 reviewed the documentation, made sure everything was  
11 correct and that they had original commitment orders.

12 Q So would they double-check these dates, the  
13 minimum -- expiration of minimum and expiration of  
14 maximum?

15 A Yes, they would.

16 Q And then at the bottom references an  
17 identification. It looks like it's tracked every time  
18 the person comes back in. What does the first  
19 admission what is the date in that box?

20 A That's the date he was initially received  
21 into Camp Hill.

22 Q 1/29/96?

23 A Yes.

24 Q And then the second admission date in the  
25 second box?

1           A     That -- actually, I'm sorry. The first  
2 admission -- I'm sorry. That was actually the Eastern  
3 Diagnostic Center which refers to Graterford and then  
4 the second one is Camp Hill.

5           Q     Okay. And what does the T mean before that  
6 EDCC?

7           A     He was transferred.

8           Q     Okay. And at this point in time is there a  
9 date when it is actually completed?

10          A     No. I don't believe so.

11          Q     Okay. So whenever this -- this was early on  
12 and he only had the one sentence. Would you call it  
13 an aggregate sentence?

14          A     Yes.

15          Q     Because you add the two together?

16          A     That's correct.

17          Q     Okay. And then the following pages after the  
18 first one. It's double sided.

19               MR. KEATING: Did we send these to you double  
20 sided?

21               MS. TOBIN: No. I made them double sided.

22 BY MS. TOBIN:

23          Q     What are these and are they normally attached  
24 to the 16D?

25          A     I don't know why they're attached in this

1 case. Typically they're not. This is what we call a  
2 Philadelphia Court history. Basically goes -- gives  
3 us a list of court cases from Philadelphia County.

4 Q And is this something that the records office  
5 or the Diagnostic Classification Center would print  
6 out and put in the file?

7 A Typically, yes. We don't -- again, it's not  
8 done anymore.

9 Q And is the purpose just to check to make sure  
10 that yes, he did actually have a conviction on this  
11 case?

12 A Yes. And, again, to make sure there's no  
13 other outstanding cases.

14 Q Okay. What's the procedure now in terms of  
15 checking that information?

16 A This system is no longer -- it's kind of  
17 obsolete and we now -- I referred to JNet before.  
18 That's the system that we utilize now to check cases.

19 Q And you just do that on the computer?

20 A Yes.

21 Q All right. So at that point in time back  
22 when Mr. Chappelle was first incarcerated, these  
23 calculations were all done at Camp Hill but then  
24 checked when he got here?

25 A That's correct.

1 (Whereupon, a document was produced and  
2 marked as Kodack Exhibit No. 24 for identification.)

3 BY MS. TOBIN:

4 Q This is Kodack 24. This is a multi document  
5 exhibit. Can you take a look at the first page of  
6 that exhibit, and let me know when you're done.

7 A Sure. I'm done.

8 Q You're done?

9 A I'm done. I know what it is.

10 Q So what is this?

11 A This is, again, what we refer to as a PVP-16.  
12 Basically just shows that he's in parole violator  
13 pending status and his original min and max dates were  
14 brought forward.

15 Q Okay. So who completed -- this still looks  
16 like it's a typed form?

17 A Yes.

18 Q So who would have completed this form and  
19 typed in the change number one information?

20 A Again, at that time there was no date listed  
21 on here so it's hard to tell.

22 Q Would that have been done at Coal Township?

23 A It most likely was because I think it looks  
24 like we paroled him on 4/9/01. So I would say that it  
25 was done here.

1 Q And then would have been done when he came  
2 back?

3 A Correct.

4 Q Okay. And then down at the bottom, the  
5 fourth admission -- excuse me. Go back to the third  
6 admission. 4/19/96. Do you know what that date  
7 signifies?

8 A That's the date he was transferred to Coal  
9 Township.

10 Q Okay.

11 A After his initial classification.

12 Q Okay. And then the fourth admission is when  
13 he came back?

14 A As a parole violator.

15 Q As a parole violator. Okay. What if someone  
16 has more than four admissions? Do you have to have a  
17 new form?

18 A Well, considering we don't do this anymore, I  
19 don't know what they did because not long after I  
20 started, they started -- they updated the form, so I'm  
21 not sure what they did after that. I think they just  
22 kind of made notes down below.

23 Q Okay. And then on the next page it's Bate  
24 stamp 979 at the bottom. There's a section at the  
25 top, actions: Pennsylvania Board of Parole and then



1 there's section five, actions: Board of pardons.

2 There's nothing on this one. When would that be  
3 filled in and by whom?

4 A Again, that's not -- when I start -- when I  
5 was here, this updated these forms. The 16E's came  
6 shortly after I started and I really didn't utilize  
7 these very much. So I'm not sure.

8 Q Okay. So we will turn to the next document  
9 which is Bate stamped 883 at the bottom. And what is  
10 this?

11 A That's a DC-16E.

12 Q Okay. And this is the new computerized way  
13 of tracking sentences?

14 A Correct.

15 Q Is there a date on which this one was  
16 created?

17 A 10/16/02.

18 Q Okay. Down at the bottom?

19 A Yes.

20 Q So this is saying as of 10/16/02 he still had  
21 the same two sentences?

22 A Correct. And also if you look under summary  
23 or remarks, it says and add federal detainer. So at  
24 that time his detainer was added.

25 Q And who would have put those remarks in?

1           A     It looks like Mr. Carta who was a records  
2 specialist at the time.

3           Q     Okay. Is the federal detainer noted anywhere  
4 on this group of documents?

5           A     Yes. Page three under the detainer section,  
6 section four. He has the type wrong. I'm looking at  
7 that now. He has execution listed.

8           Q     What are the other options of type?

9           A     There's a federal. I believe there's a  
10 federal, there's a county, there's a DOC detainer,  
11 there's a confidential detainer.

12          Q     So this execution I realize you mentioned it  
13 was an error but what does the word execution signify  
14 there? That he's scheduled to be executed?

15          A     Yep.

16          Q     Not that the sentence is scheduled to be  
17 executed?

18          A     Correct.

19          Q     But that the person. That's just --

20          A     Error, yes. Yes.

21          Q     Okay. So as of this date, 10/16/02, he still  
22 had the same two state sentences. And I see there's  
23 no place for you to input min and max for the federal  
24 sentence because you don't track that?

25          A     Right.

1 Q Okay. And then on the next group, Bates 886  
2 at the bottom, how does this differ from the previous  
3 three?

4 A At this time if you look on page one under  
5 the summary section, it's summary remarks it says  
6 version two created due to inmate being recommitted as  
7 a technical convicted parole violator. Sentence  
8 recomputed in accordance with PBPP Form 39 dated  
9 12/02/2003.

10 Q Okay. So what is technical convicted parole  
11 violator? I thought there was a technical parole  
12 violator and a convicted. Is it just a way of saying  
13 both at once?

14 A Yes.

15 Q And where's the recomputed sentence?

16 A It's listed on page one. If you go -- it's  
17 right across from his controlling minimum date. It  
18 says new maximum PV is 2/16/08.

19 Q And how did that come to be in that spot?

20 A That's what the computer programmers did. I  
21 don't know.

22 Q No. No. No. I mean how did that date get  
23 entered on this 16E?

24 A We enter that information into our mainframe.

25 Q And the records specialist did that?

1 A Yes.

2 Q And how did the records specialist get  
3 notified about that new date?

4 A The parole board mails us their new  
5 calculations.

6 Q Okay.

7 A In the US mail.

8 Q Okay. So it also says in the comments,  
9 remarks section sentence recomputed in accordance with  
10 Form 39 dated 12/2/03?

11 A That's correct.

12 Q So I can possibly find Form 39. Okay. Is  
13 this a Form 39? Is that what this is?

14 A Yes, it is.

15 Q Order to recommit?

16 A Yes.

17 Q So there should be something in the file  
18 dated 12/2/03 that looks like this?

19 A Correct.

20 Q And that's how the records specialist got  
21 that date?

22 A Yes.

23 Q When he or she got that date or got this form  
24 that had the date on it, it was really just data  
25 processing, type it in there or was there any

1 double-checking of this date?

2 A It's data processing. We record their  
3 information.

4 Q Is the inmate notified about the new date?

5 A They are sent a copy of the new status sheet.

6 Q Of this?

7 A Yes.

8 MR. KEATING: When you say of this, can you  
9 say for the record what this is?

10 MS. TOBIN: Yes. Of Bates 886.

11 BY MS. TOBIN:

12 Q Do you know if the inmate's notified by the  
13 parole board of the new maximum PV?

14 A I believe they are.

15 Q Do you know how?

16 A No, I do not.

17 Q Okay. Going back to Bates 886. So what can  
18 you tell me about Mr. Chappelle's new sentence? Like  
19 how much was it increased by based on this?

20 A It looks like not quite 13 months.

21 Q From 1/26/07?

22 A To 2/16/08.

23 Q So going back to the general time like of his  
24 time, he was out on the streets for about six months.  
25 So how could his new maximum be more than six months?

1           A     Because the custody for return date that the  
2 parole board provided us with was 9/23/2002. We go  
3 according to the dates that they give us. The  
4 backtime owed was 5 years, 4 months, and 23 days.

5           Q     And they told you that you should start  
6 adding that 5 years, 4 months, and 23 days as of?

7           A     9/23/02.

8           Q     But he was arrested in September of '01. So  
9 that's a whole year?

10          A     Again, these dates are provided to us by the  
11 parole board.

12          Q     So in terms of where he sat during that year  
13 between the date of his arrest and the date of the  
14 custody for return, he was in the DOC system?

15          A     Yes.

16          Q     Okay. So he was sitting in a state prison  
17 during that time?

18          A     Yes.

19          Q     So if you got something -- when you got  
20 this^-- or I don't know if you were working there at  
21 this time or not.

22          A     Yeah.

23          Q     When the records department got this, is  
24 there any double-checking of this date compared to  
25 when the guy was sitting?

1           A     Again, they provide us with the custody for  
2     return date. We typically do not question it. It is  
3     provided to us. They do their calculations. Where  
4     they get their dates I don't know.

5           Q     Have you ever in your experience has the  
6     parole board ever made mistakes?

7           A     Yes.

8           Q     And is there -- and there's no procedure in  
9     place, no set procedure for how you investigate those  
10    possible mistakes?

11          A     No, there's no set procedure.

12          Q     Okay. So down at the bottom of Bates 887  
13    under total sentence, Mr. Chappelle is still -- it's  
14    still saying 6 years to 12 years?

15          A     Correct.

16          Q     So his sentence hasn't changed?

17          A     Correct.

18          Q     And at the top indictments included on Bates  
19    887, is that referring to his two convictions?

20          A     Yes, it is.

21          Q     Okay. And if you go to 889, how has the data  
22    changed, if at all, here? Actually, this looks  
23    like -- oh, it's version three at the bottom.

24          A     Yes.

25          Q     Is there any new information or why was this

1 form created?

2 A It was created due to a board action dated  
3 6/25/2007 to remove the technical convicted parole  
4 violator status and reflect that the inmate is now  
5 serving as a PVP. Inmate will return to the custody  
6 of the US Marshals prior to serving PBPP backtime.

7 Q So is this what you were referring to earlier  
8 that by the -- I think you testified earlier that by  
9 the time Mr. Chappelle was sentenced on his federal  
10 sentence, the board had already recommitted him, had  
11 already issued a recommitment order?

12 A No. I had said that not long after. Very  
13 shortly after he was sentenced is when they  
14 recommitted him. He was originally sentenced in 2002  
15 and actually it was a while after. It was 2003 when  
16 they recommitted him.

17 Q And then this board action reflecting that  
18 he's now serving as a PVP, is this what you refer to  
19 as making him available to serve --

20 A Yes.

21 Q -- backtime?

22 A Yes.

23 MR. KEATING: You have to let her finish the  
24 question.

25 THE WITNESS: I'm sorry.





1 BY MS. TOBIN:

2 Q Okay. So not until 2007 did they say he's  
3 available to serve his backtime?

4 A No. It was in 2007 where they said he was  
5 available to serve his federal sentence.

6 Q Okay. But then after that, he will come back  
7 and serve backtime?

8 A That's correct.

9 Q So the time it took to get to that point he  
10 was still in prison here?

11 A That's correct.

12 MR. KEATING: To get to what point?

13 MS. TOBIN: To get to 2007 where they said  
14 you can go serve your federal sentence.

15 BY MS. TOBIN:

16 Q And, again -- okay. And where's the board  
17 action? Would there be a document in the file --

18 A Yes.

19 Q -- that relates to that dated 6/25/07? Okay.  
20 And going to page 890. Still the same two sentences,  
21 indictments at the top.

22 MR. KEATING: Is that a question?

23 BY MS. TOBIN:

24 Q I'm asking -- actually, I will ask a  
25 question. Has the parole board at this point given

1 him a new max date?

2 A No. They rescinded it by changing him to PVP  
3 status.

4 Q They rescinded what?

5 A They -- they had changed -- if you refer to  
6 886, the new max date at that time they recalculated  
7 as 2/16/2008. When they issued the new board action  
8 dated 6/25/07, they removed the technical convicted  
9 parole violator status and reverted him back to a  
10 parole violator pending.

11 Q So they undid the calculation of the new max  
12 date?

13 A That's correct.

14 Q Has that happened -- does that happen often?

15 A Yes.

16 Q What affect does that have on the time that  
17 he was serving?

18 A That's calculated by the parole board. The  
19 parole board determines what goes -- what time goes  
20 where.

21 Q But he was here?

22 A Yes.

23 Q Under commitment credit -- I should have  
24 asked this on the first one. Is that -- that's just  
25 the pretrial commitment credit?

1 A Yes.

2 Q Okay. When you got the notification of this  
3 rescinding of the previous max date, did that raise  
4 any red flags for you?

5 A I'm not sure what you mean by did it raise  
6 red flags. I mean at that time I did what the board  
7 action was basically telling us to do and I think not  
8 long after on July 19th he was transferred to the  
9 Feds. The Feds picked him up. I'm not sure what  
10 date. Shortly thereafter we probably have a --

11 MR. KEATING: I think the question was did  
12 the rescinding of that in that document raise any red  
13 flags, and I think your answer is no.

14 THE WITNESS: That's correct.

15 MR. KEATING: Okay.

16 BY MS. TOBIN:

17 Q Does any like action of the parole board -- I  
18 mean have you ever run into problems that do raise red  
19 flags at the parole board, mistakes that they make?

20 A Do you mean with reference to calculations or  
21 just board actions in general?

22 Q Calculations. Things that impact an inmate's  
23 sentence, that impact your job?

24 A Again, we're basically recording the dates.  
25 They provide us with the dates. They provide us with

1 the backtime owed. I have already said to them is  
2 this right? Can you please check this? But for the  
3 most part we do not question the dates that they  
4 provide to us.

5 Q But in Mr. Chappelle's case, you didn't --  
6 did you call the parole board about this?

7 A No. I don't recall that I did.

8 Q Okay.

9 MR. KEATING: You mean at the time that this  
10 was generated and received?

11 MS. TOBIN: Right.

12 BY MS. TOBIN:

13 Q And if you go to 892. Bates 892. The  
14 remarks say version four created to show PVP status.  
15 What's the significance of that?

16 A This was done when he was returned to us from  
17 the Feds.

18 Q Okay. And what changed on this? Where is  
19 the PVP status?

20 A It would be on the second page. It just  
21 shows PVP. He's still pending.

22 Q And that means that the parole board hasn't  
23 told you --

24 A What his new max date is.

25 Q Okay. So on this page, 893, under

1 computation three, still shows the two indictments,  
2 the state sentences, and the maximum is still showing  
3 as 1/26/07. And what is the sentence computation  
4 date?

5 A That's the date that this was initiated.

6 Q That this form was initiated?

7 A Yes.

8 Q And then the creation date at the bottom is  
9 4/21/09?

10 A That's the date that it was signed off on.

11 Q The one at the bottom?

12 A Yes.

13 Q Okay. So what triggered this to be  
14 initiated, this version four?

15 A He was received back by the Feds as a parole  
16 violator -- or from parole board I think. From the  
17 parole board.

18 Q Because he had already been received back  
19 once as a parole violator back in 2001?

20 A Correct.

21 Q So he couldn't have violated parole again  
22 because he was in prison constantly from that point  
23 until he got back?

24 A But he went out to serve his sentence that he  
25 incurred while he was out on parole.

1 Q Correct. Right. So -- okay. So you  
2 generated this new one. And how long are these  
3 pending? Is there a deadline that you know of that  
4 the parole board has for giving you a new max date?

5 A No. Again, in Mr. Chappelle's case, he was  
6 already beyond his maximum date and from what I  
7 recall, I know there's a letter in the file stating  
8 that his new sentence is being recalculated due to^--  
9 I reviewed it before I came up here -- a new  
10 conviction and a period of delinquency. So I know we  
11 have that letter in the file.

12 And as far as we're concerned as long as we  
13 have that, that's all we need to hold him. Sometimes  
14 they'll provide us with a tentative max date and  
15 sometimes they don't. I don't believe in Mr.  
16 Chappelle's case they did.

17 Q I think I have that letter, too. I wanted to  
18 ask you about that.

19 (Whereupon, a document was produced and  
20 marked as Kodack Exhibit No. 25 for identification.)  
21 BY MS. TOBIN:

22 Q So this will be I believe Kodack 25. If you  
23 could take a look at that. Is this the letter you  
24 were referring to?

25 A Yes, it is.

1 Q Okay. So this was received by the  
2 superintendent. And who was the superintendent at  
3 that time? Was that Varano or was it Piazza?

4 A I believe it was Piazza.

5 Q Okay. So it went to the superintendent's  
6 office?

7 A No, it does not. It's addressed to the  
8 superintendent but he doesn't actually see a copy of  
9 it.

10 Q It goes to the records office?

11 A Yes.

12 Q Okay. It says on blank the above parole  
13 violator was lodged in your institution. Although his  
14 original maximum sentence was 1/26/2007, his maximum  
15 sentence is being extended due to a new conviction, a  
16 period of delinquency 6/15/2001. His new maximum  
17 sentence is: Will be computed by the board. What  
18 does the 6/15/2001 mean?

19 A I do not know.

20 Q Okay. And then when the records -- you were  
21 in the position of records supervisor at this point?

22 A Yes.

23 Q So what did you do when you got this letter?

24 A This would have been put with his file  
25 pending his recommit.



1 Q So he wasn't back yet?

2 A I don't believe. I'm not sure how this  
3 worked. I know sometimes if we have inmates coming in  
4 from federal institutions, they'll sometimes send us  
5 all the documents ahead of time. So I believe that we  
6 got this before he came in along with his warrant and  
7 everything. They provided us with the documents ahead  
8 of time.

9 Q Okay. So it indicates a new conviction. Did  
10 you research what that new conviction was?

11 A They were referring to his federal  
12 conviction.

13 Q Okay. And how did you know that?

14 A Just based on the information that we had  
15 previously.

16 Q And then the period of delinquency 6/15/2001,  
17 no idea what that --

18 A I assume that it means effective 6/15/01. I  
19 don't know. That would be a question for the parole  
20 board.

21 Q Okay. So just so I'm clear, the parole board  
22 can't impose a new sentence on him for the conviction?

23 A That's correct.

24 Q They can only put him in for a technical, a  
25 TPV, a technical parole violation or a convicted

1 parole violation until such time that it's either  
2 withdrawn or nolle prossed or dropped, and then I  
3 think you testified earlier you have to release him.  
4 If they can't find any TPV basis to keep him, you have  
5 to let him go?

6 A That's correct.

7 Q Okay. So at this point the new conviction  
8 was the federal conviction but that's the sentence  
9 that he had just served?

10 A Correct.

11 Q And the only thing remaining is possibly the  
12 delinquency in terms of authority for keeping him in  
13 prison?

14 A The delinquency and a new conviction  
15 according to what they're telling me.

16 Q Okay. So that was at the point in time when  
17 you got this, the new -- that was an invalid basis for  
18 returning him? Would you agree that that's an invalid  
19 basis for returning him in 2009?

20 A No.

21 Q And why not?

22 A Because he was unavailable to be serving his  
23 parole violation while he was serving his federal  
24 sentence.

25 Q Even though he had served from 2001 to 2007

1 in state prison?

2 A Yes. However, he was out serving a federal  
3 sentence for a period of time and he wasn't serving  
4 his parole violation at that time.

5 Q But he served six years prior to serving his  
6 federal sentence so doesn't that -- I mean how is that  
7 counted, the six years?

8 A That's something you would need to talk to  
9 the parole board about. I don't know. I don't know  
10 how they figure their calculation or where what time  
11 went to what sentence. I don't know. I can't answer  
12 that.

13 Q Okay. We'll put that aside for now and go  
14 back to the other Exhibit 24. Okay. Page 894  
15 indicates it was last modified by Deborah Herbst and  
16 signed off by you?

17 A Yes.

18 Q And to sign off on it you reviewed each item  
19 of data that's in the version four?

20 A That's correct.

21 Q Okay. When you were doing that, did you do  
22 any manual calculations about related to his  
23 sentences?

24 A No.

25 Q And what did your review consist of?

1           A     Just reviewing the commitment orders, making  
2     sure that all the information that was entered into  
3     our system was accurate.

4           Q     Okay. And under deleted detainers on page  
5     894, there's a notation date deleted, 7/19/2007.  
6     Remarks: Inmate released to this detainer. Is that  
7     something that the records office input?

8           A     Yes.

9           Q     And so the records office can lodge detainers  
10    and delete them even if they're not state detainers?

11          A     Correct.

12               MR. KEATING: I want to object to that  
13    question. I don't know what you mean by lodge a  
14    detainer or delete a detainer.

15    BY MS. TOBIN:

16          Q     Do you know what -- what does lodge a  
17    detainer mean?

18          A     I know what you're referring to and I know  
19    what she's referring to. I think we are able to enter  
20    it into our system with the required paperwork.

21          Q     Okay. You don't issue it?

22          A     Correct.

23          Q     You just lodge it? You make a note of it?

24          A     Correct.

25          Q     And you're also able to delete it from your

1 system after you've been -- actually, what triggers  
2 that? When the person leaves?

3 A Yes. In Mr. Chappelle's case, he was  
4 transferred to the US Marshals to serve this sentence  
5 so in order for us to release -- to delete an inmate  
6 from our system, we have to remove the detainer. It  
7 will not allow us to move him out of our system with a  
8 detainer on him.

9 MR. KEATING: And you can delete it on your  
10 own?

11 THE WITNESS: Yes.

12 MR. KEATING: And no one's lifted it. You  
13 can just say the detainer's gone?

14 THE WITNESS: Right. Because he went out to  
15 serve it and I have a body receipt that the US  
16 Marshals signed to pick him up.

17 BY MS. TOBIN:

18 Q So nothing in version four at least at the  
19 point 4/21/09, nothing struck you as strange or odd  
20 that he was coming back and the parole board said  
21 pending for his status?

22 A No.

23 Q Even though he'd been here for six years  
24 prior to serving his federal sentence?

25 A No.

1 Q Is that a usual thing, a usual occurrence?

2 A For them to sit that long? No, not  
3 necessarily. But for them to change from TCV or TPV  
4 to PVP and then go out and serve a sentence and come  
5 back, no, it's very typical.

6 Q And seeing that it's still the same two state  
7 sentences on the indictments, no new state sentences,  
8 did that trigger you to think anything odd?

9 A No. I had all required documentation to hold  
10 him.

11 Q So version five starts on page 895. And  
12 how -- okay. What changed with this version on his  
13 data?

14 A He was recommitted by the parole board and  
15 issued a new max date.

16 Q Okay. And that max date was September 6th,  
17 2014?

18 A That's correct.

19 Q And this version was also modified on page  
20 897 by Deborah Herbst but signed off on by you?

21 A That's correct.

22 Q So you did sign off, you reviewed it?

23 A Yes.

24 Q So what triggered this new max? Did Deborah  
25 Herbst input that 9/6/2014 in there?

1 A Yes.

2 Q What triggered her to do that?

3 A Another Parole Board 39 Form.

4 Q Okay. How would I know which form it is?  
5 Would it be in the remarks section?

6 A I don't believe she listed a date there when  
7 she entered those remarks. It's a PBPP-39 form. I'm  
8 not sure what the date is. It's probably April of  
9 2009.

10 Q This will be Kodack 26. Is this -- there's  
11 two so I'm gonna label them both and give them both to  
12 you.

13 (Whereupon, two documents were produced and  
14 marked as Kodack Exhibit Nos. 26 and 27 for  
15 identification.)

16 BY MS. TOBIN:

17 Q Here's 27. Okay. So Kodack 26 has Bates 945  
18 on the first page. Kodack 27 has Bates 901. Are  
19 either of these the document that may have triggered  
20 the input of this new max date on the DC-16E?

21 A Yes.

22 Q Which one or both?

23 A Both.

24 Q Okay. So let's start with -- let's start  
25 with 26. This is something that -- how would you get

1 this document?

2 A These come to us in the US mail.

3 Q Okay. So do you have access to the parole  
4 board's computer system?

5 A No, I do not.

6 Q Earlier you had said that you had access to  
7 something?

8 A We have access to one document.

9 Q Okay. But not their whole computer system?

10 A No. No. And that was the 257N that we have  
11 access to. That's the only document we have access  
12 to.

13 Q And which is that? Is that the warrant to  
14 commit and detain?

15 A No. That is basically their adjustment while  
16 out on parole.

17 Q Okay. So this comes in the mail and who  
18 receives it? A records specialist?

19 A It's typically addressed to me.

20 Q Okay. What do you do -- what did you do when  
21 you got this?

22 A I would give it to the specialist that is  
23 assigned to that caseload which obviously in this case  
24 was Deborah Herbst.

25 Q And what would she do with it?



1           A     She would go in to our mainframe system and  
2     enter -- well, first she would pull the file and then  
3     go into the mainframe system and record the  
4     information as provided to us on this form and  
5     generate a new DC-16E.

6           Q     And is there a way to know when this was  
7     received by you in the mail?

8           A     No. It's not date stamped, so no.

9           Q     So she would record this information in the  
10    system. Would she do any checks, any kind of  
11    recalculations or just checking the dates against what  
12    you already had in your system?

13          A     It would be pretty much just checking the  
14    dates against what we already had.

15          Q     So this is the one where his max date becomes  
16    September 6th, 2014?

17          A     That's correct.

18          Q     And his original max date is still listed as  
19    1/26/07. And the parole date is still 4/09/01?

20          A     Yes.

21          Q     Custody for return. What is that date?

22          A     That's the date he was available to begin  
23    serving his backtime.

24          Q     Is that the date that he was brought back  
25    here?

1 A We received him 4/15/09.

2 Q Okay. So this is the calculation where  
3 suddenly he has 1,971 days of backtime?

4 A Correct.

5 Q And --

6 MR. KEATING: I'm going to object to the word  
7 suddenly. Go ahead.

8 BY MS. TOBIN:

9 Q And his new maximum date is 9/16/2014. Did  
10 that raise any red flags for you or for anyone in  
11 records that his max date was seven years -- almost  
12 seven years beyond his original max date?

13 MR. KEATING: I'm going to object to you  
14 asking her if that raised any red flags to anyone else  
15 in records. She can testify as to what it did to her.

16 BY MS. TOBIN:

17 Q Did it raise any red flags for you?

18 A I don't recall in this specific case.

19 Q If you had looked at this when it -- does it  
20 now?

21 A Obviously now it does after they -- I mean  
22 after they changed the max date two months later or  
23 three months later, yes, it does at that time. But I  
24 don't recall at the time.

25 MR. KEATING: Question is does it raise red

1 flags to you today?

2 THE WITNESS: Yes.

3 BY MS. TOBIN:

4 Q Yeah. And if you ever don't understand one  
5 of my questions, feel free to ask me. I'll rephrase  
6 it. And then this backtime dates from 9/26/2001 to  
7 2/20/2002, time period 147 days. What does that refer  
8 to?

9 A That's the backtime credit.

10 Q And that's credit for time from his arrest to  
11 the time that he was recommitted here at Coal  
12 Township?

13 A I don't know. Again, I don't know where the  
14 parole board got their dates. I can only guess.

15 Q Okay. And then if you take a look at the  
16 front page of Kodack 27 which is Bates 901. At the  
17 bottom this document says last modified 4/17/2009.  
18 And the previous one, Kodack 26, says last modified  
19 4/16/2009. What is the difference? Why are there two  
20 of these?

21 A That's not something I can answer. I don't  
22 know. There's no -- there is no difference.

23 Q And if you look back at Kodack 26 at the  
24 bottom right-hand corner, it says page one of two.  
25 And I actually stapled these before coming here today.

1 So the next page wasn't stapled in the file. To your  
2 understanding what is the second page of this PBPP-39  
3 form. What is it normally?

4 A Normally I'm going to refer to 947.

5 Q That's normally the back page of it?

6 A Yes. It just has notes.

7 Q And then under note conviction, what does  
8 that mean?

9 A If they have a conviction -- if an inmate has  
10 a conviction that the parole board is not taking any  
11 action on, they will list it there.

12 Q Okay. If there were any convictions, they'd  
13 be listed below that?

14 A If there were any convictions that the parole  
15 board was not taking action on, yes, they would be  
16 listed there.

17 Q Okay. So this is just a label, this note  
18 conviction?

19 A That's correct.

20 Q Okay. And do you know whether the second  
21 page of the 4/16/2009 one where that would be? Should  
22 that be in the file as well?

23 A It should be. I'm not sure why it's not  
24 there.

25 Q But it would resemble this second page?

1 A That's correct.

2 MR. KEATING: Resemble number 947?

3 MS. TOBIN: Yes. Sorry about that.

4 MR. KEATING: That's okay.

5 BY MS. TOBIN:

6 Q Okay. And then let's look at 946. Bates  
7 946. It's still part of Kodack 26. What information  
8 do you pull from this? What would you --

9 A Again, they generated this on -- they  
10 modified this on 7/29 of '09 at 2:43 p.m. and modified  
11 it to reflect his new maximum date of 7/14 of 2009.

12 Q And when the parole board sends you these  
13 forms, do they send you other documents with them,  
14 like supporting documents?

15 A Sometimes. Sometimes no.

16 Q What do the supporting documents consist of?

17 A Typically what we get it's called a PBPP-15  
18 which is what we call board action. If they're just  
19 modifying his calculation like in this case, we  
20 typically would not get a new PBPP-15. If they're  
21 just -- if they're initially recommitting him like  
22 back on 4/16, then we would have gotten a parole board  
23 action with that.

24 Q So for the one where his sentence -- his  
25 recomputed max date went to 9/06/2014, you would have

1 got a board action for that?

2 A That's correct.

3 Q And that's a PBPP-15?

4 A Yes.

5 Q And that would be in the file, also?

6 A Yes.

7 Q Okay. Would you be able to find it in your  
8 file?

9 A Yes. Which one are you looking for? From  
10 April?

11 Q The one on Bates 945 for April 16th, 2009.

12 A Okay.

13 Q So it's a green sheet?

14 A Yes.

15 Q Do the inmates refer to them as green sheets?

16 A Yes, they do.

17 Q Okay. So you did get a copy of that board  
18 action. And what information is on there about why  
19 his max date --

20 MR. KEATING: You want to make a copy of it  
21 and just put it as part of the record?

22 MS. TOBIN: That would be great. Actually,  
23 if we could get a copy of that document and then if  
24 there's -- if there is a similar board action document  
25 that goes with the 7/29/09.

1 THE WITNESS: Yes, there is. There is one in  
2 here.

3 MR. KEATING: You should have it.

4 MS. TOBIN: I should have that. I should be  
5 able to lay hands on that.

6 MR. KEATING: Why don't you just make copies  
7 now.

8 THE WITNESS: How about all of his green  
9 sheets?

10 MS. TOBIN: All of the board actions would be  
11 great because then I can see the backup for what --  
12 because they're sending you dates.

13 THE WITNESS: Do you want his paroling  
14 actions as well or just the ones after he came back?

15 MS. TOBIN: The paroling actions.

16 MR. KEATING: I assume you have most of these  
17 documents. Do you have those?

18 MS. TOBIN: I don't think I have the parole  
19 documents.

20 MR. KEATING: Because they're from 14 and 15.  
21 They're in his DOC file, right?

22 THE WITNESS: Yes. I think they should have  
23 been copied.

24 MR. KEATING: Yeah. Okay.

25 MS. TOBIN: I don't remember seeing them.

1 I've seen those in the past generally in other cases.  
2 I would like to get his parole actions to see and then  
3 also the moves report which I thought I had a copy of.

4 BY MS. TOBIN:

5 Q So you get a copy -- the parole board  
6 notifies you of its decisions?

7 A Yes.

8 Q In addition to just sending you the new  
9 calculations?

10 A Yes. That's correct.

11 MR. KEATING: You're saying you didn't get  
12 any of these documents at all?

13 MS. TOBIN: I don't have my huge file with  
14 me. I think I would have pulled them. I'm not sure.  
15 I think I would have pulled them. We can go off the  
16 record.

17 (Whereupon, the deposition was adjourned at  
18 2:59 p.m.)  
19  
20  
21  
22  
23  
24  
25



1 COUNTY OF UNION :

2 COMMONWEALTH OF PENNSYLVANIA:

3 I, Faith A. Culp, the undersigned Notary  
4 Public, do hereby certify that personally appeared  
5 before me, MICHELLE KODACK; the witness, being by me  
6 first duly sworn to testify the truth, the whole truth  
7 and nothing but the truth, in answer to the oral  
8 questions propounded to her by the attorneys for the  
9 respective parties, testified as set forth in the  
10 foregoing deposition.

11 I further certify that before the taking of  
12 said deposition, the above witness was duly sworn,  
13 that the questions and answers were taken down  
14 stenographically by the said Faith A. Culp, Court  
15 Reporter, Winfield, Pennsylvania, approved and agreed  
16 to, and afterwards reduced to typewriting under the  
17 direction of the said Reporter.

18 In testimony whereof, I have hereunto  
19 subscribed my hand this 29th day of June, 2012.

20 

21 Faith A. Culp  
22 Reporter-Notary Public  
23 My Commission Expires  
24 August 23, 2014  
25

Commonwealth of Pennsylvania

## POSITION DESCRIPTION

Last Name <b>Kodack</b>	First Name <b>Michelle</b>	MI <b></b>	Employee Number <b>00495348</b>
Job Title <b>Rcrds Supv</b>	Job Code <b>47635</b>	Working Title <b>Rcrds Supv</b>	Position Number <b>00186482</b>
Department <b>Corrections</b>	Organization <b>CR SCI Coal Twp</b>	Organization Code <b>1800</b>	
Supervisor's Last Name <b>Chismar</b>	Supervisor's First Name <b>Linda</b>	Supervisor's Job Title <b>Corr Clsftn Prgm Mgr</b>	Supervisor's Pos Number <b>00182121</b>
Start Time <b>0800</b>	End Time <b>1630</b>	Hours/Week <b>37.5</b>	Days Worked (Check all that apply)
			Explain any schedule variations:
			<input type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> F <input type="checkbox"/> S

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

Responsible for the supervision of the Records Office operation.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Process inmate population movement in and out of the State Correctional Institution at Coal Township.

Prepare DC 15 Inmate Record Jackets for all commitments and maintain security of the DC 15.

Complete a record check on all inmates prior to Pre-Release, Release or Transfer.

Certify sentences for inmates being released using the Audit Tool.

Work closely with D.O.C. Central Office Records Chief and Chief Counsel's Office to receive guidance on questions related to commitment orders, sentence structures, release orders and other matters.

Communicate with other criminal justice agencies and the courts as necessary to inquire into the status of inmate's sentence related matters.

Prepare and record daily population reports.

Review the computation data involving inmate's sentence status to insure accuracy in sentence structure.

Process requests for criminal history information in accordance with Criminal History Information Act.

Process inactive records in accordance with applicable provisions of the state records retention schedule.

Coordinate release processing with the PBPP. Upon receiving a urine request by the Parole Office, the assigned Records Specialist is to initiate Section 5 of the Release Checklist(which includes sentence structure review.) Signature of both the Records Specialist and Records Supervisor is required. This is to be completed within six working days.

Respond to inmate request slips and interview inmates to explain responses when necessary.

Attend and testify at judicial hearings as required.

Maintain time files and alpha indexes.

EXHIBIT

Kodack-1

DEF001169

- Ensure preparation of inmate I.D.'s.
- Prepare wanted flyers as necessary.
- Prepare county parole applications as required.
- Prepare monthly reports.
- Maintain A.C.A. accreditation standard files for records area.
- Supervise and train Records Specialists.
- Coordinate DNA Collection Policy with Medical and Unit Management teams.
- Coordinate Sexually Violent Offender Registration Policy with appropriate staff.
- Prepare Escape Packets.
- Coordinate court ordered Funeral and Death Bed Visits.
- Record Victim Input and Notification.
- Research unreported dispositions.
- Coordinate Act 84 with Business Office.
- Identify Act 143 inmates for the Education Department.
- Perform other related duties as required.

**Decision Making:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.

Responsible for making all decisions regarding the supervision of the Records Office.

**Requirements Profile:** Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: Professional Engineer License

1. N/A
2. N/A
3. N/A

**Essential Functions:** Provide a list of essential functions for this position. Example: Transports boxes weighing up to 60 pounds.

1. Verify legality/accuracy of court orders
2. Access inmate records system.
3. Access CLEAN terminal.
4. Fingerprints/photographs inmates.
5. Interviews inmates.
6. Computes/recomputes sentence structure
7. Employee is able to attend, participate and successfully complete all mandatory training.
8. Changes data on DC 16E.
9. Access PC Terminal in Control.
10. Supervise/instruct Records Specialists.

DEF001170

**CERTIFICATION**

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

<b>Employee's Acknowledgement</b>	<b>Job Title:</b>	<b>Date</b>
Michelle Kodack	Rcrds Supv	7/15/2008 2:43:32 PM
<b>Supervisor's Acknowledgement</b>	<b>Job Title:</b>	<b>Date</b>
Linda Chismar	Corr Clsftn Prgm Mgr	7/15/2008 11:06:06 AM
<b>Reviewing Officer's Acknowledgement</b>	<b>Job Title:</b>	<b>Date</b>
Joseph T. Mushinski COV for DSCS	Dep Corr Supt 2	7/17/2008 9:33:40 AM

DEF001171

**11.5.1, Records Office Operations Procedures Manual**  
**Section 1 - Processing of Reception**

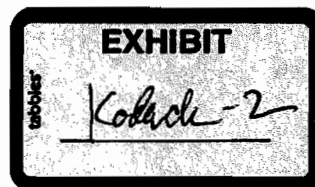
**Revised November, 2008**

**Section 1 - Processing of Reception**

An inmate shall be received at the Diagnostic and Classification Center (DCC) or designated reception unit; however, a parole violator shall be received at the closest facility and transferred to the appropriate state correctional facility.

**A. Initial Reception**

1. When an inmate is delivered to the Department, the Records Office shall:
  - a. ensure that the committing agents are representatives of the committing authority;
  - b. collect appropriate documents relating to the reception, including, for an initial reception, the certified sentencing order **or the DC-300B, Court Commitment State or County Correctional Institution (Attachment 1-A)** or the county's commitment form;
  - c. review the sentencing order and/or commitment form to ensure its authenticity;<sup>1</sup>
  - d. review the confinement order to ensure that it meets the Department's jurisdictional threshold and designates the Department as the place of confinement;
    - (1) Sentences of confinement for a period of less than two years must be served in a county prison **with the exception of 5-B transfers and for females only a proclamation county commitment.**
    - (2) Sentences of confinement for a period of between two years and five years may be served in the Department if the sentencing order designates the Department as the place of confinement.
    - (3) Sentences of confinement for a period in excess of five years must be served in the Department.
2. When an inmate whose sentence does not meet the jurisdictional threshold is received at a facility, the facility shall advise the Records **Administrator/Assistant Records Administrator** by telephone before declining the commitment. No improper commitment shall be accepted, except upon approval from the Records **Administrator/Assistant Records Administrator**. As soon as possible after accepting or refusing an improper commitment, the Records Office shall forward to the Central Office Records Coordinator a memorandum concerning the matter, including a copy of the commitment order.
3. The Records Office shall check for prior commitments to determine if the inmate was previously confined in the Department. If so, staff shall determine his/her previous Department number. Check the **Inmate Records System** to determine if the inmate's



**11.5.1, Records Office Operations Procedures Manual**  
**Section 1 - Processing of Receptions**

**Revised November, 2008**

original maximum sentence date has expired. Listed below is necessary to determine whether the inmate's record needs to be cross-referenced:

- a. SID numbers for both the old and new Department numbers must match for cross-referencing;*
  - b. the personal/ID data and names associated with the previous inmate number will be displayed when the new inmate number is entered;*
  - c. the inmate's new Department number should be entered as previous number and the inmate's previous department number entered as the new inmate number; and*
  - d. extreme caution must be used when cross-referencing files; data cannot be un cross-referenced.*
4. Once the inmate is interviewed and the documents are reviewed and approved by the Records Office, a Department number shall be assigned to the inmate<sup>2</sup> and a **DC-151A, Body Receipt (Attachment 1-B)** issued to the delivering authority.
  5. The Records Office shall:
    - a. conduct a reception interview to:
      - (1) obtain basic data (birthplace, date of birth, marital status, etc.) and initiate a **DC-2A, Reception Checklist (Attachment 1-C)**;<sup>3</sup>
      - (2) **complete a DC150B Reception Worksheet (Attachment 1-D)**;
      - (3) obtain a **DC-155, Legal Dispositions Form (Attachment 1-E)** authorizing disposition of property and opening of mail.<sup>4</sup> The form must be fully explained to the inmate. No mail shall be allowed where the inmate refuses to sign this form. The mailroom must be notified in writing of any inmate who refuses to sign. Unless a **DC-155** is signed authorizing the Department to cash checks/ money orders on an inmate's behalf, the facility shall be unable to post money received from outside sources to an inmate's account. ***In accordance with the DC-155, inmates will also be advised of their rights of communication and the grievance process.*** The **DC-155** shall be signed using the inmate's name of commitment;
      - (4) ***identify Guardian of property, including the relationship to the inmate, complete address and phone number on the DC-155 for Part 2, Designation of Guardian of Property;***

<sup>2</sup> 4-4285

<sup>3</sup> 4-4285

<sup>4</sup> 4-4285

**11.5.1, Records Office Operations Procedures Manual  
Section 1 - Processing of Reception**

**Revised November, 2008**

- (5) **determine if the inmate was a previously required to register under Megan's Law for a 10 year period;**

  - a. if a previously registered individual who was required to register for ten-years is returned to the custody of the Department, the running of the ten-year period will be tolled by the Pennsylvania State Police (PSP). The Department is required to notify the PSP of an individuals return to custody IAW Department policy 11.6.1 Sexually Violent Offender and Registration; and**
  - b. notification must be made via NCIC/CLEAN using the fixed screen TEXT PSP/INMINF**
- (6) ask the inmate if he/she has any enemies at the facility or if there are persons at the facility whom the inmate believes are a danger to him/her. This information shall be forwarded to the counselor and Security Captain.
- b. Obtain a set of fingerprints from the inmate.<sup>5</sup> Fingerprinting shall meet the requirements of the Records and Identification Division of the PSP. At a minimum, one set of fingerprints shall be placed in the **DC-15, Inmate Records Jacket**.
- c. Place a **Dissemination of Information Form** in the **DC-15** and obtain a criminal history report in accordance with Department policy **1.1.4, "NCIC/CLEAN."** A **WANTED INQUIRY** must be done for each inmate upon reception to ensure he/she is not wanted in another jurisdiction.
- (1) Examples and instructions are contained within the CLEAN Operations Manual located with each CLEAN terminal.
- (2) It shall be noted that Only personnel who have been trained and certified by the PSP are provided with the access codes needed to enter the system. Unauthorized use is a violation of Federal law.
- (3) Questions regarding this procedure shall be referred to the facility's CLEAN Coordinator or to the Department's CLEAN Terminal Agency Coordinator in the Office of Professional Responsibility (OPR).
6. At the conclusion of the reception interview the Records Office shall make all required data entries in the Department's **Inmate Records System/DOCNET**.
- 7. If any court order indicates the inmate has received a Recidivism Risk Reduction Incentive (RRRI) minimum sentence, the RRRI flag must be marked in the DCC sentence data screen.**
8. Within five working days of an inmate's reception, the Records Office shall:

<sup>5</sup> 4-4285

**11.5.1, Records Office Operations Procedures Manual  
Section 1 - Processing of Reception**

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- a. organize the **DC-15** according to procedures outlined in **Section 3, Filing Procedures** of this procedures manual;
  - b. notify the inmate's assigned counselor, that he/she is a registered sex offender, in accordance with Department policy 11.6.1, "Sexually Violent Offender Registration (Megan's Law); and
  - c. review commitment papers to determine Boot Camp eligibility;
9. ***All initial reception inmates' commitment orders will be sent to the Central Sentence Computation Unit (CSCU).***
- a. ***CSCU will*** use the commitment paper(s) to establish the sentence structure according to the **Sentence Computation Manual (Appendix A)**. Prepare a **16E, Sentence Status Summary (Attachment 1-F)** listing appropriate sentence structure and reflecting commitment name associated with the controlling sentence structure.
- NOTE:** If a subsequent commitment order(s) is received which would become the controlling sentence and the commitment name is different, then a name change shall be completed to reflect the name associated with the new controlling sentence;
- b. ***CSCU will provide e-mail notification to the records office, assigned counselor. When a 16E for an RRRI case has been completed the Office of the Victim Advocate (OVA) shall be notified.***
  - c. ***The original sentencing documents will be returned to the institutions and a copy will remain in the inmate's Central Folder.***
10. ***Upon notification that the DC16E has been completed and receipt of the original orders, the institutions will prepare and distribute appropriate documents to necessary departments for the Classification process (to include DC-1, Classification Summary [Attachment 1-G], DC-16D/16E, etc.);***
11. The inmate is to be photographed as soon as possible and in accordance with Department policy 1.3.3, "Inmate Identification Cards."<sup>6</sup>
12. Every inmate commitment shall be reviewed for applicability of Department policy 11.6.1, "Megan's Law" and 11.6.2, "Act 185 DNA Data and Testing" as well as Act 143 of 1998, 61 P.S. §331.21 (b.1).

**B. Parole Violators (PVs)**

The Pennsylvania Board of Probation and Parole (PBPP) District Office will contact the facility to notify staff that they will be returning a parole violator including, Community



**11.5.1, Records Office Operations Procedures Manual**  
**Section 1 - Processing of Receptions**

**Revised November, 2008**

Parole Center Program (CPC["halfway back"]) and Out-of-State Parole Violators (OPV) cases.

1. The Records Office shall:

a. collect the appropriate documents relating to the reception, including:

(1) **PBPP 141, Warrant to Commit and Detain;**

(2) **PBPP 257N, Notice of Charges and Hearing;**

(3) **PBPP 257T, Technical Violation Arrest Report;**

(4) **PBPP 257C, Criminal Arrest and Disposition Report; and/or**

(5) **PBPP 227 Return of Parole Violator Report**

(6) **PBPP 257H, Summary of Adjustment.** This is forwarded to the facility Record Office prior to the first level hearing (and within 14 calendar days of the PV return for cases detained for new criminal charges when the first level hearing is conducted at the Magisterial District Justice level). The original will be filed with the items a. (1) through (45) above, and a copy will be forwarded to the inmate's counselor for inclusion in the **DC-14, Counselor File.**

- b. review the confinement documents to verify their authenticity and that the inmate is properly being returned to the Department. If it appears that the parole violator is being returned to the Department improperly, the facility shall advise the Records Coordinator Administrator or Assistant Records Coordinator Administrator Central Office Records Supervisor by telephone before declining the commitment. Improper commitments shall not be accepted, except upon approval from the Records Coordinator Administrator or Assistant Records Coordinator Administrator Central Office Records Supervisor. After accepting or refusing an improper commitment, the Records Office shall forward to the Central Office Records Coordinator a memorandum concerning the matter, including a copy of the commitment documents;
- c. upon verifying the commitment documents, a DC-151A shall be issued to the delivering authority;
- d. conduct the reception interview as described in Subsection A.5.a. (1) - (6), above.
- e. obtain a letter from the PBPP to hold the inmate past his/her maximum date, if applicable; and
- f. complete and update all associated screens (personal, physical, cross-referencing, etc.) in accordance with Section 6, Inmate Records System/Movements Reports of this procedures manual;

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**NOTE:** If the parole violator is being returned on a commuted sentence, a letter indicating this information shall be prepared and submitted to the Pardons Case Specialist in the BIS at Central Office.

- g. if fingerprint cards for the inmate are not readily available at the facility, obtain a set of fingerprints. Fingerprinting shall meet the requirements of the Records and Identification Division of the PSP. One set of fingerprints shall be placed in the **DC-15**;
  - h. place a dissemination of information form in the **DC-15** if one is not contained therein and obtain a criminal history report in accordance with Department policy **1.1.4**. A Wanted Inquiry must be done for each inmate. Refer to **Section 1, A.** above for additional information; and
  - i. notify the Records Administrator/Assistant Records Administrator when an inmate is a PV who has a federal detainer/sentence.
2. If a parole violator is received from the PBPP at his/her paroling facility, then his/her **DC-15** shall be reactivated. If a parole violator is received at any other facility, a temporary file shall be created. At a minimum, the temporary file shall consist of the following: **PBPP 141, PBPP 257N, PBPP 257T, PBPP 257C, PBPP 257H**, fingerprints, **DC-2A, four mug shots, DC-151A, DC-155**, and any other compiled documentation. The decision whether to retain or transfer the parole violator shall be in accordance with Department policy **11.2.1, "Reception and Classification."** Procedures for transfers are outlined in **Section 2, Releases and Discharges** of this procedures manual. If the **DC-15** has been archived, then the facility that received the parole violator shall request the archived file *from technical records in BSS. Technical Records* shall forward the archived **DC-15** as requested to either the facility retaining the parole violator or to the facility to which the parole violator is transferred.
  3. If the parole violator is being returned to the Department from another state, the inmate may arrive via a transportation service. The transportation schedule may require the inmate to arrive at a Department facility after hours or on a weekend. When that occurs, the Facility Parole Supervisor/Agent shall provide the Records Office with a copy of the Board's **PBPP-141**, Warrant to Commit and Detain or **PBPP-61**, Warrant for Arrest of Paroled Prisoner, prior to the arrival of the prisoner. This procedure will enable parole violators to be lodged in a Department facility by transporting personnel and negate the need for Records Office staff and PBPP staff to be physically present upon the inmate's arrival. If a parole violator is expected to be returned during other than normal business hours, a **DC-151A** or Automated Body Receipt shall be prepared and provided to appropriate receiving staff. The required Records Office functions shall be performed on the following business day.

**C. Out-of-State Parole Violators (OPV)**

***An OPV is a person who was serving a sentence in another state and has been granted parole. With prior agreement by the PBPP, the offender is permitted to move to Pennsylvania and is supervised by the PBPP. When the offender commits a***

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*violation he/she is returned to the Pennsylvania DOC as opposed to the sending state or a county facility. The PA DOC will continue to house such persons until they are returned to the sending state or continued on parole. NOTE – upon release of an OPV, the same procedures outlined in Section 2 of this procedures manual apply. If an OPV has pending criminal charges in any County in Pennsylvania, the offender must remain in the county facility until the matter has been disposed of. All county prison time must be served prior to PBPP returning an OPV to the DOC.*

**D. Community Parole Center (CPC) Program**

*Commonly referred to as “halfway back” is an alternative to confinement for offenders who are violating technical conditions of their supervision. Offenders will be received in the Department pending the PBPP arranging placement in the program. Reception procedures outlined in B.1- 3 will apply.*

*NOTE- the typical stay for “halfway back” inmates in an SCI is about one week. Upon reception of a known halfway back case, the records staff should begin to review the file for release using procedures outlined in Section 2 of this procedures manual.*

**E. County Prison Transfers**

1. An inmate confined to a county jail may be transferred to a state correctional facility. Such transfers require Department approval. The county prison warden seeks approval for such a transfer by submitting a **DC-5B, Petition for Transfer: County Prisons (Attachment 1-H)**, along with form **DC-185, Transmittal of Data for County Prison Transfer (Attachment 1-I)**, to the Director of the BIS. He/She reviews the petition and designates a facility, if approved. The **DC-185** is sent to the receiving facility along with copies of all appropriate confinement orders and/or detainers.
2. When a county prisoner is delivered to the Department, the Records Office shall:
  - a. collect the appropriate documents relating to the reception, including the unburst **DC-5B** and applicable **Act 84** documents as outlined in this procedures manual;
  - b. review the **DC-5B** to verify its authenticity and that it has been approved by the Director, BIS. If it appears that the county prisoner is being transferred to the Department improperly, the facility shall advise the Records **Administrator/Assistant Records Administrator** by telephone before declining the transfer. An improper transfer shall NOT be accepted, except upon approval from the Records **Administrator/Assistant Records Administrator**. As soon as possible after accepting or refusing an improper transfer, the Records Office shall forward to the Central Office Records **Administrator** a memorandum concerning the matter including a copy of the relevant documents;
  - c. upon verifying the transfer documents, a Department inmate number shall be assigned and a **DC-151A** issued to the delivering authority.
  - d. conduct the reception interview, as described in **Subsection A., 5-8**, above.

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**F. Return from Authorized Temporary Absence (ATA)**

1. The Records Office staff shall:
  - a. prepare a **DC-151A** and meet the transporting authorities in the reception area to obtain their signatures. The **DC-151A** shall be signed and dated along with the time of arrival. The signed **DC-151A** is filed in the **DC-15** per the filing procedures outlined in **Section 3** of this procedures manual;
  - b. closely review any court commitments or other documents delivered by the transporting authority to determine if the inmate's sentence structure must be changed or if his custody level should be reviewed. Any documents delivered by the transporting authority must be processed in accordance with procedures outlined in the **Sentence Computation Manual (Appendix A)** or **Section 5, Detainers** of this procedures manual;
  - c. make all required entries in the Inmate Records System within two hours. After hours receptions must be done immediately on the next working day.;
  - d. ask the inmate if he/she has any enemies at the facility or if there are persons at the facility whom the inmate believes are a danger to him/her. This information shall be forwarded to the respective counselor and Security Captain;
  - e. if any of the inmate's responses to the questions or the inmate's actions indicate that the inmate is suffering from an active mental health issue, the inmate shall be referred to the Psychology Department.
2. Records Office Staff are responsible for monitoring the status of ATA inmates. If the inmate is not returned to the facility within three months, the Inmate Records Office shall contact the receiving authority to determine the status of the case. If the inmate has been released by the receiving authority or otherwise, the procedures outlined in **Section 2** of this procedures manual shall be followed.

**NOTE: if the inmate was released in error by the receiving authorities immediately notify the Records Administrator/Assistant Records Administrator.**

3. Every inmate returning from ATA shall be reviewed for **new convictions** in accordance with **Department policy 11.6.1, 11.6.2**, as well as **Act 143 of 1998**.

**G. Inter-Facility Transfer**

1. The Inmate Records Supervisor/designee is responsible to monitor the van schedule generated by the Automated Transfer Petition and Transportation systems weekly to determine whether an inmate is to be transferred to or from the facility.
2. When an inmate is transferred from one Department facility to another Department facility, upon reception, the transporting officers shall present a **DC-151A** for each inmate. (NOTE: Multiple inmates can be placed on one **DC-151A** if the destination is the

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same for all). Photo(s) shall be attached *if not already on the DC151A*. The Reception Officer shall review/identify each inmate and process the DC-151A. The original shall be retained and forwarded to the Inmate Records Office. The Reception Officer shall also ensure that an Inmate Record has been received for each inmate.

3. Upon completion of the **DC-151A** processing, the Inmate Record Office of the facility receiving the inmate shall:<sup>7</sup>
  - a. examine the **DC-151A** to identify each inmate received and acknowledge receipt of the inmate by signing the **DC-151A**;
  - b. if a DC-15 is not received with the inmate, the Inmate Records Office shall contact the transferring facility, and arrange for the sending facility to send the record to the receiving facility;<sup>8</sup>
  - c. b. distribute the inmate records to the appropriate departments as needed;
  - d. upon completion of review by the Initial Reception Committee and the inmate's medical screening, verify that the inmate's photograph is in accordance with Department policy 1.3.3 and Subsection A. above;
  - e. review the inmate's sentence structure for possible release processing;
  - f. place a copy of the Transfer Petition and Routing Sheet in the **DC-15** in accordance with **Section 3** of this procedures manual; and
  - g. determine if the inmate is subject to Department policy 11.6.1, 11.6.2, as well as Act 143 of 1998.

**H. Detentioners**

1. A Detentioner is an inmate who is in the Department's custody in one of the following situations:
  - a. the inmate has satisfied his/her state sentence and is being held on another jurisdiction's detainer pending transfer to the other jurisdiction;
  - b. the inmate has been transferred from a county jail to a state correctional facility prior to the imposition of a sentence or the sentence was ordered to be served in the county jail;
  - c. the inmate has been transferred to the Department for a psychiatric evaluation prior to the imposition of sentence as an aid in imposing sentence; or

<sup>7</sup> 2-CO-1E-04

<sup>8</sup> 4-4096

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d. the inmate has been transferred from a county to the Forensic Treatment Center at SCI-Waymart as the result of a commitment under the Mental Health Procedures Act.

***e. The inmate has been referred to the DOC for evaluation for the SIP program.***

2. **A DC-5B** and a **DC-185** form must be completed for an inmate in categories **F. 1. b.**, above and a certified copy of the detainer or confinement order obtained. Only the Mental Health Procedures Act commitment is required for an inmate in category **F. 1. d.**, above.
3. Every procedure for **Initial Receptions (Subsection A. above)** shall be followed when a detentioner is transferred to the Department.
4. Refer to **Subsection M.4.** below for procedures to process an inmate being returned to Pennsylvania as a detentioner and not an added escape.

**I. Interstate Corrections Compact (ICC) Receptions**

1. An ICC case from another state shall be received at the DCC and processed as an initial reception EXCEPT:
  - a. collecting the appropriate documents. The sending state shall provide acceptance letter and confinement orders;
  - b. previewing for DNA criteria; and (any PA conviction will require DNA to be done)
  - c. establishing sentence structure.
2. Make all data entries in the Inmate Records System to include that a reception is reported as an ADD, OS as the population movement code. Use the standard alpha code to identify the state from which the inmate was received. Report OS as the Court on Line 5. OS shall be used to identify this inmate as an out of state ICC case. NOTE: A PA SID may not be available in these cases.

**J. ICC Inmates from Other States**

1. All documentation between Pennsylvania and the sending state must go through the Central Office Records Administrator.
2. All major incidents (i.e., death, attempted suicide, commission of a crime, misconduct, move to a MHU, SMU, or SNU, etc.) are to be reported immediately to the Central Office Records Administrator. If the Central Office Records Administrator is not available, it is to be reported to the Assistant Records Administrator. It is the responsibility of the Central Office Records Administrator to notify the Secretary/designee and the sending state of these types of occurrences.

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3. The Central Office Records Administrator/designee shall complete a progress report every six months on every inmate sent to the Department from another state. The progress report shall be sent to the Records Administrator of the sending state, and a copy of the progress report shall be kept in the Central Office Records Division.
4. All requests for pre-release must go through the Central Office Records Administrator. The facility should forward the approved Pre-Release Packet to the Central Office Records Administrator who will in turn request approval from the sending state. Once approval from the sending state is received, the packet will be forwarded to the Secretary/designee for final approval unless the inmate is considered problematic. In problematic cases, the Central Office Records Administrator will forward the packet to the Regional Deputy Secretary for review who will then forward the packet to the Secretary/designee for final approval.
5. If important documents (i.e., release orders, etc.) are received at the facility without going through the Central Office Records Administrator, the Central Office Records Administrator must be notified immediately and the documents forwarded via fax

**K. Bail Returns**

1. A bail return is the result of re-sentencing and may return directly to the releasing facility.
2. A bail return is processed the same as an initial reception except for the following:
  - a. the appropriate record shall be restored in the **Inmate Records System** instead of assigning a new Department number; and
  - b. all physical and personal data (marital status, next of kin, etc.) shall be reviewed and updated, if necessary.
3. Consider the need to update photos depending on length of time the inmate was on bail, if there has been a change to appearance, etc.
4. Compute new sentence structure according to the Sentence Computation Manual.

**L. Return of Inmate Following Retrial or Re-sentence**

1. A retried or re-sentenced case is not to be treated as a new commitment and *is* not entered under a new Department number. He/She is processed the same as an initial reception except for the following:
  - a. the appropriate record shall be restored in the **Inmate Records System**;
  - b. all physical and personal data (marital status, next of kin, etc.) shall be reviewed and updated, if necessary; and

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- c. such a case is to have his/her sentence recomputed ***using DOCNET sentence computation program with the appropriate basis for computation listed.***

**M. Escape Returns**

1. Once the detaining authority contacts the state correctional facility from which the inmate escaped and indicates the date that the subject is available for pick up.
  - a. for every in-state and out-of-state return contact the Bureau of Standards, Practices, and Security; and
  - b. instructions regarding the Return of Apprehended Escapees as outlined in Department policy 6.3.1, Section 13 shall be followed.
2. An escape return is processed the same as an initial reception except for the following:
  - a. the appropriate record shall be restored in the **Inmate Records System** instead of assigning a new Department number;
  - b. all physical and personal data (marital status, next of kin, etc.) shall be reviewed and updated, if necessary;
  - c. the inmate photos shall be updated depending on the length of time the inmate was ***at large or absent***, if there has been a change to appearance, etc.;
  - d. calculate escape time according to the sentence computation section of this policy;
  - e. research and resolve issues relating to any detainers or open charges; and
  - f. a returned escapee is given notice that the Department is recalculating his/her sentence by using **(Attachment 1- J)** and he/she has 15 days from the date of the notice to challenge the recalculation. **Calculations are challenged by the inmate via PRC.**
3. When an inmate escapes from a CCC, charges for the escape are filed by the District Attorney in the county where the CCC is located. When the inmate commits a new crime in another jurisdiction (Federal or other state) he/she is tried and sentenced to a prison in that other jurisdiction. The Pennsylvania District Attorney files a detainer for the new escape charges and the Department files a detainer for the inmate to return to Pennsylvania to complete his/her unsatisfied sentence. The inmate or the Pennsylvania District Attorney files under the Interstate Agreement on Detainers (IAD) to resolve the open charges (new escape charge). The Bureau of Standards and Practices will arrange for the transportation for the inmate to return to Pennsylvania.
4. In the scenario listed above only, some District Attorneys will not prosecute for the new escape charge unless the Department pays the cost of transportation ***of the inmate*** to return to Pennsylvania and for the housing for the new charges. The Department has



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agreed to do this. When this occurs and the Department has received the inmate, the following procedure will be used to process the inmate:

- a. the inmate is here as a detentioner, not as an added escapee;
  - b. add the inmate as a detentioner with a new number and cross reference it with the old number;
  - c. the inmate will remain in escape status on the old number and the escape time is still accumulating;
  - d. when the inmate has completed the criminal proceedings on the new escape charges, he/she must be returned to the sending state to complete the sentence he/she is serving;
  - e. the Bureau of Standards, Practices and Security must be contacted to arrange the return of the inmate to the sending state; and
  - f. the delete move will be release detentioner.
5. The escape time for the Pennsylvania sentence that the inmate escaped from does not stop until the inmate has been permanently released from the other state (parole or maximum) and is available to be transported back to Pennsylvania to start serving the completion of his/her original sentence.
6. **Escape Time Scenarios**
- a. **Escape from DOC custody, no charges, escape time will be from date of escape to IC, In Custody date.**
  - b. **Escape from DOC custody, new escape charge only, escape time will be date of escape to return to DOC custody. The IC date to the date of return to DOC custody will be credit on the new escape charge IF ordered by the county. If not, the escape time must be corrected and recalculated as outlined in a. above.**
  - c. **Escape from DOC custody, new criminal charges; escape time is calculated as outlined in b. above.**
  - d. **Escape from DOC custody, new criminal charges out of state, the inmate is continued on escape status until completion of the other authority's sentence.**

**N. CCC Returns**

1. A CCC return results when an inmate with pre-release status (and who has been placed in a CCC) violates the conditions of the pre-release program and is returned to the Support Facility. The only exceptions to this are female resident's detained pending return to a female facility. An inmate may be returned directly from the CCC or via a

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county prison. The Records Office staff issues a **DC-151A** upon arrival of the inmate and collects appropriate documents to include **DC-7X, Temporary Transfer Information (Attachment 1-K)**, detainer (if applicable), misconducts (if applicable), etc.

2. Consider the need to update photos.
3. Support Facility's Records Office staff shall research and resolve issues relating to any open charges or escapes.
4. It shall be the responsibility of appropriate staff at the Support Facility to determine if the individual remains at the facility or shall be permanently transferred back to the Parent Facility.
5. If the decision is to return the inmate to the Parent Facility, a computerized transfer petition shall be generated. When appropriate, the inmate shall be processed for transfer in accordance with Section 2 of this procedures manual.
6. If the CCC Return is due to escape, calculate escape time according to the Sentence Computation Manual.

**O. Proclamation Counties**

1. ***The Department can accept female inmates to serve county sentences in the Department from Proclamation counties; based on former Governor Thornburgh's proclamation of April 8, 1986 permitting female prisoners sentenced in Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, and Westmoreland to be housed at SCI Muncy.***
2. The Department shall accept the inmate and process her for service of her sentence in accordance with the procedures outlined in **Subsection A.**, above. ***Upon completion of processing at the DCC, an inmate may be transferred to*** another facility if deemed appropriate. The Records Office Staff is responsible to maintain a suspense time file in order to ensure that the inmate is processed for county parole in accordance with the established minimum, and/or released at completion of the maximum sentence.

**P. Inmates Who Regularly Use Names Different from the Name on the Commitment Form**

1. An inmate, who has made a permanent legal change in his/her name, so that it differs from the commitment name, may submit a request to the Facility Manager for permission to use the new name for limited purposes. This request must include the reason(s) why the inmate wishes to use the new name.
2. The Facility Manager shall review and grant permission for limited use of the name if the name was changed for legitimate reasons. Legitimate reasons shall include changes

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because of change in marital status, religious reasons, and ethnic identification. Only permanent changes will be approved. Multiple changes will not be honored.

3. The Facility Manager shall notify the inmate of his/her decision on the request to use the new name. If the request is approved, the Facility Manager shall inform the inmate in writing of the permitted uses of the new name. The Facility Manager shall advise the inmate that the approved new name may not be used to mislead or commit fraud and that abuse of the guidelines established for this procedure may result in withdrawal of approval to use the new name. If this request is disapproved, the Facility Manager shall explain the reasons for disapproval.
4. The facility is not required to permit an inmate to use a new name, which has not been approved by these procedures.
5. The new name shall be added to the inmate's records as an AKA (also known as). No Department records will be changed absent a court order specifically directing that the records be changed. If such an order is issued, it shall be referred to the Office of Chief Counsel for review. This type of change will not be handled pursuant to the procedures established here. A court order authorizing and ordering a change of name does not automatically mandate changes in existing records.
6. ***When an inmate changes his/her name, the Records Office shall notify the Office of Victim Advocate (OVA) and the Parole Supervisor at the facility.***
7. The inmate must continue to respond when addressed by his/her commitment name and to sign the commitment name for all purposes except those listed below:
  - a. a visitor may identify the inmate he/she wishes to visit by using the approved new name;
  - b. the inmate may execute a **DC-155, Section 1 Power of Attorney**, authorizing the receipt of mail and endorsement of checks in the approved new name. A notation shall be made on the second form indicating this form does not supersede the **DC-155** under the commitment name, but is only additional authorization;
  - c. after the execution of the new power of attorney form the inmate may receive and send mail, packages, and publications using the approved new name. The inmate may also receive checks and money orders addressed in the approved new name;
  - d. it is the inmate's responsibility to advise any person who wishes to use the approved new name for the purposes described above that he/she must, whenever using the new name, also provide other data; inmate number and commitment name, so that the facility can identify the inmate. A visitor, correspondence, and publication that does not present or contain data sufficient to identify the inmate may be disapproved; and
  - e. it is the inmate's responsibility to change his/her name on his/her social security card. Form SS-5 (See Department policy **7.2.1, "Counseling Services," Section 2,**

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**Attachment 2-B)** is to be used for a name change. A new card will be issued with the inmate's original social security number. A new number is not issued for a name change. The inmate will have to send the original Court Order that grants the legal name change with the application for name change. Photocopies or notarized copies of documents are not accepted.

8. An inmate must be issued and charged for the replacement ID Card when there has been an authorized name change **in accordance with Department policy 1.3.3, "Inmate Identification Cards."**
9. The inmate shall be charged ten dollars (\$10) for a new fingerprint card that is required for a name change.
10. Abuse by the inmate of any of these guidelines shall be treated as disobedience of a direct order, and may be grounds for revocation of permission to use the new name, and for disciplinary action.

An inmate may appeal a decision pursuant to these procedures to the Secretary. Exceptions to this procedure shall be made only with the approval of the Secretary.

COURT COMMITMENT  
STATE OR COUNTY CORRECTIONAL INSTITUTION  
Commonwealth of Pennsylvania  
vs.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS  
BOX 598 CAMP HILL, PA. 17001-0598  
ATTN: CENTRAL OFFICE RECORDS

NOTE: Additional supply of this form available at above address

☐ DC-300B (PART V) for additional RRRI sentences attached

COMMITMENT NAME (LAST, FIRST, INITIAL, SUFFIX)

SEX <input type="checkbox"/> F <input type="checkbox"/> M	Date of Birth	SID	OTN	COURT OF INITIAL JURISDICTION <input type="checkbox"/>	COMMON PLEAS <input type="checkbox"/>
COMMITTING COUNTY			COURT NUMBER		DATE -TERM
MANDATORY SENTENCE		<input type="checkbox"/> Yes <input type="checkbox"/> No	COUNTY REFERENCE #:		
BOOT CAMP RECOMMENDED		<input type="checkbox"/> Yes <input type="checkbox"/> No			
RECIDIVISM RISK REDUCTION INCENTIVE (RRRI)		<input type="checkbox"/> Yes <input type="checkbox"/> No			
RECIDIVISM RISK REDUCTION INCENTIVE (RRRI) WAIVER GRANTED		<input type="checkbox"/> Yes <input type="checkbox"/> No			
The above defendant after		<input type="checkbox"/> Pleading guilty	<input type="checkbox"/> Nolo contendere	<input type="checkbox"/> Alford	<input type="checkbox"/> Being found guilty <input type="checkbox"/> GBMI
was on _____, _____, sentenced by Judge _____ to an original term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, and a RRRI term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, or _____ for the offense of _____ (Section _____ of the Crimes Code) or (other statute) _____. It is further ordered that the said defendant be delivered by the proper authority to and treated as the law directs at the _____ facility located at _____.					
Fine: Amount \$ _____ Balance \$ _____		Cost: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____	
CREDIT FOR TIME SERVED (EXPLANATION OF CREDIT COMPUTATION ON REVERSE SIDE)				EFFECTIVE DATE OF SENTENCE	
THIS SENTENCE IS CONCURRENT WITH:					
THIS SENTENCE IS CONSECUTIVE TO:					
PROSECUTING ATTORNEY			DISPOSITION ON NON-INCARCERATION OFFENSE(S)    (THIS BLOCK NOT TO BE USED FOR INCARCERATION OFFENSE)		
DEFENSE ATTORNEY					
COURT REPORTER					
(SEAL)			In witness, whereof I have hereunto set my hand and seal of said court, this _____ day of _____, _____  AUTHORIZED SIGNATURE		

CONFID-DEF-000018  
Attachment 1-A  
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<b>DC-300B (PART V) *For Use with Recidivism Risk Reduction Incentive (RRRI) Rev. 5/08</b>  <div style="text-align: center;"> <b>COURT COMMITMENT CONTINUATION SHEET</b>  <b>STATE OR COUNTY CORRECTIONAL INSTITUTION</b>  Commonwealth of Pennsylvania    vs. </div>			Type or Print Legibly  <b>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF CORRECTIONS BOX 598 CAMP HILL, PA. 17001-0598 Attn: Central Office Records</b>		
COMMITMENT NAME (LAST, FIRST, INITIAL, SUFFIX)					
COURT NUMBER		OFFENSE TRACKING NUMBER (OTN)		COUNTY REFERENCE #:	
MANDATORY SENTENCE:	<input type="checkbox"/> Yes <input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
BOOT CAMP RECOMMENDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI) WAIVER GRANTED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The above defendant after	<input type="checkbox"/> Pleading guilty	<input type="checkbox"/> Nolo contendere	<input type="checkbox"/> Alford	<input type="checkbox"/> Being found guilty <input type="checkbox"/> GBMI	
was on _____, _____, sentenced by Judge _____ to an original term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, and a RRRI term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, or _____ for the offense of _____ (Section _____ of the Crimes Code) or (other statute) _____. It is further ordered that the said defendant be delivered by the proper authority to and treated as the law directs at the _____ facility located at _____.					
Fine: Amount \$ _____ Balance \$ _____		Cost: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____	
CREDIT FOR TIME SERVED		EFFECTIVE DATE OF SENTENCE			
THIS SENTENCE IS CONCURRENT WITH:					
THIS SENTENCE IS CONSECUTIVE TO:					
COURT NUMBER		OFFENSE TRACKING NUMBER (OTN)			
MANDATORY SENTENCE:	<input type="checkbox"/> Yes <input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
BOOT CAMP RECOMMENDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI) WAIVER GRANTED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The above defendant after	<input type="checkbox"/> Pleading guilty	<input type="checkbox"/> Nolo contendere	<input type="checkbox"/> Alford	<input type="checkbox"/> Being found guilty <input type="checkbox"/> GBMI	
was on _____, _____, sentenced by Judge _____ to an original term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, and a RRRI term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, or _____ for the offense of _____ (Section _____ of the Crimes Code) or (other statute) _____. It is further ordered that the said defendant be delivered by the proper authority to and treated as the law directs at the _____ facility located at _____.					
Fine: Amount \$ _____ Balance \$ _____		Cost: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____	
CREDIT FOR TIME SERVED		EFFECTIVE DATE OF SENTENCE			
THIS SENTENCE IS CONCURRENT WITH:					
THIS SENTENCE IS CONSECUTIVE TO:					
(SEAL)		In witness to the above sentence(s) for offense(s) as well as those found on the reverse side of this document, I hereunto set my hand and seal of said court, this _____ day of _____, _____.  <div style="text-align: right;"> Authorized Signature _____  CONFID-DEF-000019  Attachment 1-A  Page 2 of 4 </div>			

COURT NUMBER		OFFENSE TRACKING NUMBER (OTN)		COUNTY REFERENCE #:	
MANDATORY SENTENCE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BOOT CAMP RECOMMENDED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI) WAIVER GRANTED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The above defendant after		<input type="checkbox"/> Pleading guilty	<input type="checkbox"/> Nolo contendere	<input type="checkbox"/> Alford	<input type="checkbox"/> Being found guilty
was on _____, sentenced by Judge _____ to an original term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, and a RRRI term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, or _____ (Section _____ of the Crimes Code) or (other statute) _____. It is further ordered that the said defendant be delivered by the proper authority to and treated as the law directs at the _____ facility located at _____.					
Restitution: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____	
CREDIT FOR TIME SERVED			EFFECTIVE DATE OF SENTENCE		
THIS SENTENCE IS CONCURRENT WITH:					
THIS SENTENCE IS CONSECUTIVE TO:					

COURT NUMBER		OFFENSE TRACKING NUMBER (OTN)		COUNTY REFERENCE #:	
MANDATORY SENTENCE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BOOT CAMP RECOMMENDED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI) WAIVER GRANTED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The above defendant after		<input type="checkbox"/> Pleading guilty	<input type="checkbox"/> Nolo contendere	<input type="checkbox"/> Alford	<input type="checkbox"/> Being found guilty
was on _____, sentenced by Judge _____ to an original term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, and a RRRI term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, or _____ (Section _____ of the Crimes Code) or (other statute) _____. It is further ordered that the said defendant be delivered by the proper authority to and treated as the law directs at the _____ facility located at _____.					
Restitution: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____	
CREDIT FOR TIME SERVED			EFFECTIVE DATE OF SENTENCE		
THIS SENTENCE IS CONCURRENT WITH:					
THIS SENTENCE IS CONSECUTIVE TO:					

COURT NUMBER		OFFENSE TRACKING NUMBER (OTN)		COUNTY REFERENCE #:	
MANDATORY SENTENCE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BOOT CAMP RECOMMENDED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	RECIDIVISM RISK REDUCTION INCENTIVE (RRRI) WAIVER GRANTED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The above defendant after		<input type="checkbox"/> Pleading guilty	<input type="checkbox"/> Nolo contendere	<input type="checkbox"/> Alford	<input type="checkbox"/> Being found guilty
was on _____, sentenced by Judge _____ to an original term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, and a RRRI term of not less than _____ years, _____ months, _____ days nor more than _____ years, _____ months, _____ days, or _____ (Section _____ of the Crimes Code) or (other statute) _____. It is further ordered that the said defendant be delivered by the proper authority to and treated as the law directs at the _____ facility located at _____.					
Fine: Amount \$ _____ Balance \$ _____		Cost: Amount \$ _____ Balance \$ _____		Restitution: Amount \$ _____ Balance \$ _____	
CREDIT FOR TIME SERVED			EFFECTIVE DATE OF SENTENCE		
THIS SENTENCE IS CONCURRENT WITH:					
THIS SENTENCE IS CONSECUTIVE TO:					



## Department of Corrections

## BODY RECEIPT

Receipt Date	Receipt Time	Agency	
<input type="text"/>	<input type="text"/>	Dept of Correction	
Received From	Title	Institution	Authority
<input type="text"/>	<input type="text"/>	Other <input type="text"/>	<input type="text"/>
(Select 'Other' from Institution to print any other Authority in adjacent box)			

Enter up to 30 inmate numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments: (Max 300 characters)  300 characters left

<input type="text"/>	<input type="text"/>
----------------------	----------------------

<input type="checkbox"/> To Detainer	<input type="checkbox"/> Confinement Papers	<input type="checkbox"/> RA	<input type="checkbox"/> Court Writ-ATA
<input type="checkbox"/> 7X given To Sherriff	<input type="checkbox"/> Other (Specify) <input type="text"/>		

Received By  Title  Agency Generate

DC-

## BODY RECEIPT

COMMONWEALTH OF  
PENNSYLVANIA

DATE	TIME	A.M. P.M.	INSTITUTION
RECEIVED FROM	TITLE		AGENCY

PRISONER(S)

To  
DetainCourt Writ-  
ATADC-16D  
Photocopy  
Given to☐ Confinement☐☐☐☐ RA

OTHER (SPECIFY)

RECEIVED BY -SIGNATURE

TITLE

AGENCY

DC-2A		DIAGNOSTIC-CLASSIFICATION REPORT RECEPTION CHECKLIST		COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF CORRECTIONS		
DC Number	NAME	LOCATION	RECEIVED FROM	DATE	TIME	
<b>OBSERVATION AND COMMITMENT INFORMATION</b>					Yes	No
1. Obvious pain, bleeding?					_____	_____
2. Wearing medical tags?					_____	_____
3. Skin in poor condition (wounds, rash, vermin, swelling)?					_____	_____
4. Wearing prostheses (artificial limb)?					_____	_____
5. Carrying medication?					_____	_____
6. Signs of illness (eyes glassy, bloodshot, pupils dilated or constricted)?					_____	_____
7. Signs of possible mental disturbance (confused, anxious, disoriented, fearful, exaggerated body movements-slow or rapid, rigidity, unusually tense or suspicious)?					_____	_____
8. Signs of possible intoxication-alcohol or drugs (rapid, shallow breathing, staggering, dizziness, tremors, thick, slurred speech)?					_____	_____
9. Signs of possible suicide (depression, fear, scars suggesting suicide attempts, history of suicide attempts/threats, expressed intent)?					_____	_____
10. Signs of assaultiveness (verbally abusive, uncooperative, threatening, history of violence)?					_____	_____
11. Escape history, including attempts or threats?					_____	_____
12. Separations necessary?					_____	_____
13. Any other problems?					_____	_____
Prev. DC#s _____						
Observation concerning the inmate during reception processing?			KEEP INMATE SEPARATED FROM _____			
MEDICAL OFFICER: Perform medical screening. If not medically cleared, take appropriate action. If cleared for other housing, indicate restrictions by checking appropriate spaces below and list any special observations to be made by officers.						
Preliminary Medical Screening Remarks _____						
Indicate recommended housing for initial placement following medical clearance:						
	Receiving Officer	Medical Officer				
General DDC	_____	_____				
Administrative Custody	_____	_____				
Ground Floor (medical recommendation)	N/A	_____	Signature - Receiving Officer _____			
Close Observation (Behavior/Medical)	_____	_____				
Protective Custody	_____	N/A				
Self-Confine	_____	N/A	Signature - Medical Officer _____			
If yes is answered to the following questions, make immediate referral as indicated:		Special Observation Instructions:				
Question Numbers	Who					
1 through 6	Medical Department					
7 through 11	Psychiatrist/Psychologist					
12	Counselor/Ranking Officer					
13	Personnel Appropriate for Stated Problem	Immediate referral to _____				

WHITE DC-15

CANARY Referral #1

PINK Referral #2

GOLDENROD Housing Unit

DC-150B (revised 8/98)

**RECEPTION WORKSHEET****COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS**

DC NUMBER	PBPP NUMBER	Commitment Name		Institution SMI	Date
Aliases				Race	Sex
Age	DOB	POB		Religion	Marital Status
Height	Weight	Build	Color Eyes	Color Hair	Complexion
Legal Address			Arrest Address		
Military Service		Serial No.	Dates of Service	Type of Discharge	
Social Security No.		USINS No.	Selective Service No.	FBI No.	
Marks and Scars (ID Body Inspection)					
Method of Reception		Committing County	Plea	Prosecuting Police Dept.	Quarters Assignment

Reception Steps	Date	Official's Signature
1. Deliverance of prisoners, examination of commitment papers, DC-151A issued		
2. Removal of valuables (DC-152 issued)		
3. Removal of personal clothing		
4. Photographing and fingerprinting		
5. Reception interview (DC-155 issued)		
6. Preliminary Medical Examination		
A. Information to be received for a Reception from a County Facility		
(1) Court Commitment Order		
(2) Record of Institutional Adjustment (include misconduct and escape history)		
(3) Written notice of current medical or psychological conditions regarding treatment (include suicide attempts)		
(4) Written notice of current or previously ordered/administered medications		
(5) A forty-eight (48) hour supply of medication(s).		
B. Information to be received within twenty (20) days of reception		
(1) PSI or official version of the crime or guilty pleas transcript or colloquy or preliminary hearing transcript or docket transcript form		
(2) Criminal complaint or affidavit of probable cause accompanying The arrest warrant		
(3) Police report summarizing the facts of crime, when available		
(4) Guideline Sentence Form issued by the PA Sentencing Commission		
(5) Record of any monies paid by the inmate and any balance remaining towards satisfaction of restitution or any other court ordered financial obligations.		
C. Reception from PBPP		
(1) Warrant to Commit and Detain (PBPP-141)		
(2) Notice of charges of Hearing (PBPP)		
(3) 257AR Report		

NOTIFY INCASE OF ILLNESS OR DEATH:

NAME:

RELATIONSHIP:

ADDRESS:

PHONE #

DC-155  
Rev. 1/05**LEGAL DISPOSITIONS**

(Facility)

**COMMONWEALTH OF PENNSYLVANIA  
Department of Corrections****1. POWER OF ATTORNEY**

I, (print inmate's name and number) \_\_\_\_\_, do make, constitute, and appoint the Facility Manager/Director, or his/her authorized representative, of any facility or center within the Department of Corrections to which I am then confined my true and lawful attorney for me and in my name to sign my name as endorsement of all checks, money orders, or bank drafts for deposit to my credit in the Inmate General Welfare Fund Cash Account and to receive and document receipt of mail on my behalf. This power shall continue so long as I am an inmate of any facility or center within the Department of Corrections and shall not be affected by my subsequent disability or incapacity while confined therein unless sooner revoked. This power shall be for the doing of all lawful acts necessary to carry out the purposes set forth above. I hereby ratify, confirm, and intend to be bound by any and all acts, as described in the previous sentence, which these attorneys or substitutes shall commit pursuant to this power of attorney.

Witnessed by: \_\_\_\_\_

Inmate's  
Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

**2. DESIGNATION OF GUARDIAN OF PROPERTY**

I, (print inmate's name and number) \_\_\_\_\_, hereby designate (print guardian's name) \_\_\_\_\_ who lives at (print street address) \_\_\_\_\_, (print city or town) \_\_\_\_\_, (print county) \_\_\_\_\_, (print state) \_\_\_\_\_, (postal zip code) \_\_\_\_\_, telephone (\_\_\_\_) \_\_\_\_\_ as the guardian of all property to which I hold lawful title at the time of my death which is either in my personal possession or in one of the facilities or an account of the Department of Corrections to hold until such property shall be disposed of according to law. This designation shall be null, void and of no further effect upon my release from the jurisdiction of the Department of Corrections.

\_\_\_\_\_  
Inmate's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Witness\_\_\_\_\_  
Date\_\_\_\_\_  
Witness\_\_\_\_\_  
Date**3. ADVISEMENT OF RIGHT OF COMMUNICATION**

If any problem arises within the facility concerning your confinement, you may bring the matter to the attention of the appropriate staff members for assistance. The Inmate Grievance System may be used if applicable. In addition, you may address privileged communication at any time to the Facility Manager, the Regional Deputy Secretary of Corrections, the Secretary of Corrections, the Attorney General, the Governor, or any elected local official or any appointed or elected state or federal official. This is not to be construed as limiting your access to the courts in any way. I have read or have been read the following advisement and hereby acknowledge receipt thereof.

\_\_\_\_\_  
Inmate's Signature\_\_\_\_\_  
Witness\_\_\_\_\_  
Date



**COMMONWEALTH OF PENNSYLVANIA**  
**DC16E – SENTENCE STATUS SUMMARY DEPARTMENT OF CORRECTIONS**

Name:

Inmate #:

**1. REFERENCES AND IDENTIFICATION**

DOC #	Commitment Name	PBPP #	SID #	FBI #	Phila Photo #
DOB	Place of Birth	Race		Sex	

**2. SENTENCE SUMMARY (RRRI)**

Sent Date	County/State/Federal	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
Plea:		OTN:	Judge:						
Offense:									RRRI

Reception Date		Reentered from DOC #	
Controlling Minimum Date		New Maximum – PV	
Controlling Maximum Date		True Minimum Expiry Date	
RRRI Minimum Expiry Date			

**Summary or Remarks on Sentence****Remarks****3. SENTENCE STRUCTURE**

Commitment Credit

**Remarks**

Bail/Escapes/Interruption Time Date

None

Name:

Inmate #:

**3. SENTENCE STRUCTURE (Cont'd)**

Item	Computation 2			
Indictments Included				
Eff Date				
Expiration of Minimum				
Expiration of Maximum				
Custody for Return – PV				
Delinquent Time				
Backtime Credit				
Backtime Owned				
New Maximum – PV				
Sentence Computation Date				
Basis for Computation				
Total Sentence				
Status				

Name:

Inmate #:

**4. NON-INCARCERATED OFFENSES**

Sent Date	County/State/Federal	Indictments
None		

**Comments****5. DETAINERS****Active Detainers**

Detainer #	Date	Agency	Agency Identification	OTN	Type
<b>Charges</b>					

**Deleted Detainers (For those deleted since last DC16)**

Detainer #	Date Deleted	Agency	Agency Identification	OTN	Type
None					
<b>Remarks</b>					

**6. PRIOR DOC NUMBERS**

None									
------	--	--	--	--	--	--	--	--	--

**6. ACTIONS: BOARD OF PARDONS**

Decision Date	File Number	Action	Comments



PA Dept. of Corrections  
Time:DC1 Face Sheet  
\*Confidential\*Date: 11/12/2008  
Page: 1

Initial ( )	Parole Violator ( )	Continuation ( )	Update ( )
DOC #	SID #	PBPP #	Name
			Institution
		Race	Sex
		Height	Weight
		Complexion	Build
		SSN #	Religion
		Problematic Offenses	
Custody Level		Program Codes	
<b>Problem Area:</b> Assault: _____ Alcohol: _____ V = Verified Suicide: _____ Sexual: _____ Escape: _____ NV = Not Verified Psychiatric: _____ Drugs: _____			
<b>Recomputed PV Max Date:</b> Factored Sentences      Expiration Date			
Minimum: Maximum:			
<b>Priors:</b> <b>Detainers: Yes/No</b> <b>More Sentences: Yes/No</b>			
Legal Address:		Notify Address:	
Scars, Marks, Tattoos:			
Alias:			
<b>Assault Escape:</b> Sex Offense ( )      Victim Killed ( )      Escape/Attempt ( ) Serious Assault ( )      Violated Probation/Parole/Bail ( )			
Separations: Yes/No		Misconducts: Yes/No	
STG: Yes/No			

DC-5B  
5M-2-03**PETITION FOR TRANSFER:  
COUNTY PRISONS****COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS**

Forward Petition unburst with DC-185 Form

**1. PETITIONING FACILITY**

TO: Deputy Secretary – Specialized Facilities and Programs

FROM:	Name of Official		Title	Prison or Jail
RE:	County Prison No.	Parole Board No.	Prisoner's Name	
	Indictments, Term, and Court	Total Sentence	Effective Date	
	If Not Sentenced or Tried, Reason for Confinement	If Not Sentenced, Date of Conviction	If Not Tried, Date of Confinement	

In accordance with the provisions of the Act of July 11, 1923, P.L. 1044, as amended 61 P.S. §72, I hereby petition for the transfer of the above inmate to such other facility authorized by law to receive him/her, the specific reason for this petition is as follows: (Check appropriate box.)

- ☐ Security Risk
 ☐ Overcrowded Conditions
 ☐ Medical Treatment
 ☐ Psychiatric Evaluation
- ☐ Other: (specify) \_\_\_\_\_

(Petitioning Official's Signature)

(Date)

*In submitting this petition, the county authorities understand that approval is subject to extraordinary costs related to medical treatment, psychiatric treatment, transportation and overtime costs related to the provision of treatment or other extraordinary expenses related to the care, custody, and control of this inmate. County authorities are responsible for extraordinary costs associated with inmates transferred into the Department via the 5-B process. The submitting authority further understands that approval of this petition is subject to rescission by the Pennsylvania Department of Corrections for any reason deemed appropriate by the Department upon notice to the county.*

**2. ORDER of TRANSFER**

I hereby approve this transfer and authorize the following facility to receive this prisoner:

(Facility)

(Deputy Secretary – Specialized Facilities and Programs Signature/Date)

**3. RECEIVING FACILITY TRANSMITTAL**

DATE RECEIVED:

SERIAL NUMBER ASSIGNED:

White – DC-15 IRJ Copy

Green – Dept. of Corrections

Yellow – Parole Board

Pink – County Commissioners

Goldenrod – Transferring Facility

Form DC-185

TRANSMITTAL OF DATA FOR  
COUNTY PRISON TRANSFERCOMMONWEALTH OF PENNSYLVANIA  
Department of Corrections**INSTRUCTIONS**

Complete this form, retaining yellow copy for your file. Forward it to the Deputy Secretary for Specialized Facilities and Programs, Department of Corrections, Box 598, Camp Hill, Pennsylvania 17001, **ALONG WITH the DC-5B** and copies of **ALL** appropriate commitment papers, confinement papers, and detainers. Section 1 in the DC-5B must be completed on all inmates you wish to transfer. Also, Section 2 in the DC-5B must be completed for any unsentenced or untried inmates you wish to transfer. Upon approval of the transfer, the Deputy Secretary for Specialized Facilities and Programs will forward the DC-185, along with necessary documents, to the facility he/she has approved for the transfer. The DC-5B will be returned to you intact. You will then obtain the Judge's approval, remove only the Goldenrod sheet for your records, and forward the remaining parts of the DC-5B **UNBURSTED** to the facility approved for this transfer with the delivering Sheriff and the inmate. No transfer will be approved between a county prison and a Department of Corrections facility **UNLESS** forms DC-185 and DC-5B are completed as outlined above.

County Prison No.	Parole Board No.	Inmate's Name	County Prison	Date of Request
-------------------	------------------	---------------	---------------	-----------------

DETAILED REASON FOR REQUESTING THIS TRANSFER:

**THIS INMATE IS SERVING THE FOLLOWING SENTENCE:**

DATE OF SENTENCE	EFFECTIVE DATE	COURT, INDICTMENT, NUMBER, TERM	MINIMUM			MAXIMUM			JUDGE	OFFENSE
			Y	M	D	Y	M	D		
SUMMARY OR REMARKS ON SENTENCE		TOTAL SENTENCE:							COMMITMENT CREDIT	

**FOLLOWING THE ABOVE SENTENCE, THIS INMATE HAS THE FOLLOWING DETAINERS:**

DATED	FROM (Include address)	CHARGING	INDICT-WARRANT NOS.	REMARKS

**THIS INMATE IS NOT SENTENCED; NOTE THE FOLLOWING:**

DATE OF CONFINEMENT	DATE OF CONVICTION	DATE OF TRIAL	INDICTMENT No., TERM	CHARGING
SIGNATURE			TITLE	

DATE: \_\_\_\_\_

Subject: Recomputation of Sentence

TO:

FROM: Records Supervisor

This is to inform you that your sentence has been tentatively recomputed as follows:

ESCAPE:

ORIGINAL EFFECTIVE DATE:

NEW ADJUSTED MINIMUM:

NEW ADJUSTED MAXIMUM:

You are advised that you may make a written request for a hearing by the Program review committee for this recomputation of sentence within 15 days of your receipt of this memorandum. At that hearing you may question the Records Officer and present documentary evidence on your own behalf.

If you do not make a written request for a hearing within 15 days of receipt of this memorandum, the tentative recomputed sentence indicated above shall become effective, and you will receive written notice of the same.

RECEIVED: \_\_\_\_\_  
Inmate's Signature

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

cc: DC-15  
inmate

FORM DC-7X		COMMONWEALTH OF PENNSYLVANIA	
<b>TEMPORARY TRANSFER INFORMATION</b>		<b>DEPARTMENT OF CORRECTIONS</b>	
(THIS FORM IS TO BE FORWARDED TO AUTHORITIES ACCEPTING TEMPORARY CUSTODY OF INMATE)			
TO:		FROM:	
		(SEE INSTRUCTIONS BELOW)	
RE: Name:		Age:	
Home Address:			
Charge:			
Sentence:		Bill & Term No.	
Minimum Date:		Maximum Date:	
Detainer(s):			
The above named inmate is being transferred on _____ for the purpose of _____			
To assist in supervising this inmate while in your custody, the following information is furnished:			
Custodial Classification:			
Special Problems:			
Medical Information:			
Recommendation:			
DATE:	SIGNATURE:	TITLE:	
		RECORD OFFICER	

Department of Corrections  
BODY RECEIPTReceipt Date  
4/15/2009Receipt Time  
9:15 PMAgency  
Dept of CorrectionsReceived From  
Larry SpainTitle  
Officer

Institution

Inmate #

Inmate Name

Race

Sex

Sent Stat

Custody Lvl

Program Codes

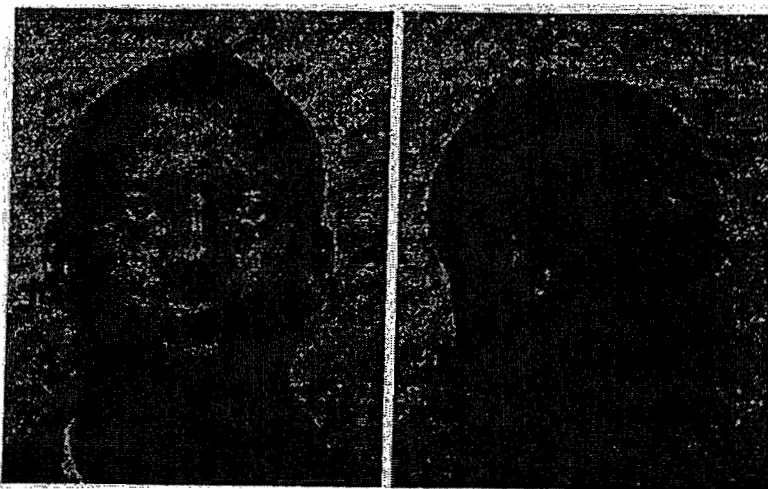
CX8799

JESSUP, Kevin

Black

Male

SP



Inmate Number: CX8799

Name: JESSUP, Kevin

Photo Date: 7/18/2007

☐ To Detainer☐ Confinement Papers☐ RA☐ Court WRIT-ATA☐ 7X Given to Transporting Authority☐ Other ( Specify )Received By  
D. R. AllenTitle  
A. L.Agency  
SCI Coal Township

Kodack-3

DEF001048

## BODY RECEIPT

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF CORRECTIONS

RECEIPT DATE | RECEIPT TIME | INSTITUTION  
1/22/2002 | | GRATERFORD

RECEIVED FROM | TITLE | AGENCY  
DONALD T. VAUGHN | SUPERINTENDENT | SCI-GRATERFORD

INMATE NUMBER	INMATE NAME	RACE	SEX	STAT	SENT CUST LVL	PGM CODES
CX8799	JESSUP, KEVIN	BLACK	M		DC	

PAR  
4-9-01

COA

☐ TO DETAINER ☐ CONFINEMENT PAPERS ☐ RA ☐ OTHER (SPECIFY)  
☐ COURT WRIT-ATA ☐ 7X GIVEN TO SHERIFF

RECEIVED BY

TITLE

AGENCY  
SCI-COAL

EXHIBIT

tabbies

Foderde-7

DEF001144

**BODY RECEIPT**

**EXHIBIT**

Kodachrome 5



DC-151A		COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF CORRECTIONS																															
<b>BODY RECEIPT</b>																																	
DATE 1-29-96	TIME 13:17 AM	INSTITUTION SCS																															
RECEIVED FROM A. HALL	TITLE ISO	AGENCY PCSD																															
<p>PRISONER(S)</p> <table border="0"> <tr> <td>Wendell Shaw</td> <td>no PSI</td> <td>CX8744</td> </tr> <tr> <td>Manuel Gonzales</td> <td>no PSI</td> <td>CX8755</td> </tr> <tr> <td>Anthony Mancuso</td> <td>PSI</td> <td>CX8766</td> </tr> <tr> <td>Harvey Hill</td> <td>no PSI</td> <td>CX8777</td> </tr> <tr> <td>Dorald Moore</td> <td>no PSI</td> <td>CX8788</td> </tr> <tr> <td>Kevin Jessup</td> <td>PSI</td> <td>CX8799</td> </tr> <tr> <td>Kareem Stone</td> <td>no PSI</td> <td>CX8807</td> </tr> <tr> <td>Jermine Walker</td> <td>no PSI</td> <td>CX8818</td> </tr> <tr> <td>Eric Morris</td> <td>no PSI</td> <td>CX8829</td> </tr> <tr> <td>Michael Bradley</td> <td>no PSI</td> <td>CX8830</td> </tr> </table>				Wendell Shaw	no PSI	CX8744	Manuel Gonzales	no PSI	CX8755	Anthony Mancuso	PSI	CX8766	Harvey Hill	no PSI	CX8777	Dorald Moore	no PSI	CX8788	Kevin Jessup	PSI	CX8799	Kareem Stone	no PSI	CX8807	Jermine Walker	no PSI	CX8818	Eric Morris	no PSI	CX8829	Michael Bradley	no PSI	CX8830
Wendell Shaw	no PSI	CX8744																															
Manuel Gonzales	no PSI	CX8755																															
Anthony Mancuso	PSI	CX8766																															
Harvey Hill	no PSI	CX8777																															
Dorald Moore	no PSI	CX8788																															
Kevin Jessup	PSI	CX8799																															
Kareem Stone	no PSI	CX8807																															
Jermine Walker	no PSI	CX8818																															
Eric Morris	no PSI	CX8829																															
Michael Bradley	no PSI	CX8830																															
<input checked="" type="checkbox"/> CONFINEMENT PAPERS <input type="checkbox"/> TO DETAINEE <input type="checkbox"/> COURT WRIT-ATA <input type="checkbox"/> DC-16D PHOTO-COPY GIVEN TO SHERIFF <input type="checkbox"/> RA		OTHER (SPECIFY)																															
RECEIVED BY - SIGNATURE M. J. J. J.		TITLE CRS	AGENCY SCS																														



DEF001160



PA Department of Corrections

12/21/2006 12:00:32 PM

Total Number of I

## Petition System - Temporary Transfer Petition

## Inmate Information

Inmate Number: C32709	Name: JESSUP, Kevin	County: PHIL
Sex: M	Race: B	DOB: 04/03/1975
SID: 21714127	SSN: 385506510	SSN2: Age: 31

## Petition Information

Petition Status: Approved	Purpose of Transfer: Temporary Return
Transfer From: GRATERFORD	Transfer To: COAL TOWNSHIP
Requesting Official: Smith, Raymond H	Petition Date: 12/5/2006 10:59:07 AM
Petition Entered By: Smith, Raymond H	Petition Approval Date: 12/5/2006 10:59:07 AM
Petition Approved By: GEN, SYS	Petition History Date:

## Pending Information

Petition Status:
Comments:

## Sentence Information

IRS Offense: CC3701	ROBBERY (GENERAL)	GBM: N
CLS Offense: TCV	TECHNICAL AND CONVICTED PAROLE VIOLATOR	
Min Sentence: 008	Y 000 M 0000 D	Min Exp Date: 1/26/2001
Max Sentence: 012	Y 000 M 0000 D	Max Exp Date: 2/16/2008

## Classification Information

Custody Level: 3	Program Codes:
------------------	----------------

## Problem Areas and Needs Assessment Information

Page 1 of 1



DEF001090

02/12/2004 12:00:00 PM Problem Areas		Alcohol:		Drugs:	
		Smoking:		Assault: Verified	
		Escapes:		Suicide:	
		Psychiatric:			
Emotional Needs: NO IDENTIFIED MHAIR NEEDS - A		Sexual Problems:			
Drug/Alcohol Need: NO AOD SERVICE		Type of DIA Problem: NONE			

Miscellaneous Information:					
Separation: YES					
Disciplinary Custody: NO	Disciplinary Custody Commit Exp:	Active Discharge: YES	Active Discharge: YES	Active Discharge: YES	Active Discharge: YES
Individual Treatment Plan: NO	Communication Applicant: NO				
Other Information: NO					

Transfer Rationale Information:	
Release/Retain Comment: Rationale for Transfer and Institutional Recommendation: INMATE IS FINISHED WITH FEDERAL COURT AND CAN BE RETURNED TO HIS HOME INSTITUTION.	

DEF001091



# Pennsylvania Department of Corrections

Return to Doc

mkodack 2/8/2012 12:41:37 PM

Transfer Petition System - Petition Transfer History

Product

[Inmate Apps](#) \ [Inmate Inquiry](#) \ [Reports](#) \ [Photos](#) \ [JNET](#)

DOC I

Return to Last Inmate

**Inmate #:** CX8799 **INACTIVE** **Name:** JESSUP, Kevin **Cust Lvl:** **Prog Cd:** **Last Perm Loc:** Coal Town  
**Race:** Black **DOB:** 04/03/1975 **Housing Unit:** **Temp Loc:**  
**SID:** 217-14-12-7 **FBI #:** 511135TA5 **PBPP #:** 496AS **Counselor:** Foulds, Renee M **Detainers:** NO

## Active Petition Details

☒ Permanent ☐ Temporary [Create New](#)
[Hide History](#)

## History

[Preview](#)
[Action Override](#)
[View](#)
[Resubmit](#)

Inmate #	History Dt	Type	Purpose	From	To	Status	Petition Requested By
CX8799	12/28/2006	T	Temporary Return	GRA	COA	Transferred	Smith, Raymond H
CX8799	11/15/2006	T	Federal Court	COA	GRA	Transferred	Roberts, Melissa R
CX8799	09/07/2006	T	Temporary Return	GRA	COA	Transferred	Smith, Raymond H
CX8799	08/08/2006	T	Federal Court	COA	GRA	Transferred	Brandt, Tanya S
CX8799	10/10/2002	T	Temporary Return	GRA	COA	Transferred	Kriczky, Joseph
CX8799	02/14/2002	T	Federal Court	COA	GRA	Transferred	Kay, Joyce
CX8799	01/22/2002	P	PV Return	GRA	COA	Transferred	Miller, Linda

Page 1 of 1



DEF000931

DC-300B (PART 1)  
(Rev. 10-85)(MC 95-01-3038)  
COURT COMMITMENT

STATE OR COUNTY CORRECTIONAL INSTITUTION

Commonwealth of Pennsylvania

Type or Print Legibly

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS

NOTE: Additional supply of this form available at above address:

☒ DC-300B (Part II) attached

SEX <input type="checkbox"/> F <input checked="" type="checkbox"/> M	DATE OF BIRTH 4/13/75	DOB PP# 750487	OTN M6413794	COURT OF INITIAL JURISDICTION <input type="checkbox"/>	COMMON PLEAS <input type="checkbox"/>
COMMITTING AGENCY/MAGISTRAL DISTRICT Philadelphia			COURT NUMBER 00331	DATE - TERM 95-03	

The above defendant after ☐ pleading guilty ☐ nolo contendere ☒ being found guilty was on  
 Jan 25 1996 sentenced by Judge/District Justice A.J. McInnis to a term  
 not less than 5 years months days nor more than 10 years months days, or  
 for the offense of *Robbery*

(Section 3701 of the Crimes Code) or (other statute)

It is further ordered that the said defendant be delivered by the proper authority to and treated as the law  
 directs at the *State* facility located at *Graterford*

FINE AMOUNT \$	COSTS AMOUNT \$ 191.00	RESTITUTION 1
To Be Paid To: <input type="checkbox"/> COUNTY <input type="checkbox"/> COMMONWEALTH	To Be Paid By: <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> DEFENDANT	EFFECTIVE DATE OF SENTENCE 1/25/96
CREDIT FOR TIME SERVED (EXPLANATION OF CREDIT COMPUTATION ON REVERSE SIDE) 1/24/95 - 1/25/96 IF NOT ALREADY CREDITED		

This sentence shall be deemed to run concurrent to any existing sentences, effective the date of imposition unless otherwise stipulated below:

PROSECUTING ATTORNEY <i>John Kotick</i>	DISPOSITION OF NON-INCARCERATION OFFENSE(S) VUFA(6106), PIC, T/T, REAP, %CONSP. - <i>guilty w/o pre penalty</i> POW - <i>not guilty</i> THEFT, RSP, S/A - <i>merged</i>
DEFENSE ATTORNEY <i>John Cotton Esq.</i>	
COURT REPORTER <i>Jill Skilton</i>	(THIS BLOCK NOT TO BE USED FOR INCARCERATION OFFENSE)

In witness, whereof I have hereunto set my hand and seal of said  
 court, this 25th day of January 1996

*Crime Kathie*  
 AUTHORIZED SIGNATURE 00157

EXHIBIT

tabbies

Varano-6

DEPOSITION  
EXHIBIT

Kotick 9

PENNSYLVANIA, N. J.

## DC-300B (PART II)

(TO BE ATTACHED TO PART I — COURT COMMITMENT)

Type or Print Legibly

COURT COMMITMENT  
CONTINUATION SHEET  
STATE OR COUNTY CORRECTIONAL INSTITUTION  
Commonwealth of Pennsylvania

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS

NOTE: Additional supply of this form available at address:

COMMITMENT NAME (LAST, FIRST, INITIAL, SUFFIX)

COURT NUMBER

OFFENSE TRACKING NUMBER (OTN)

The above defendant after ☐ pleading guilty ☐ nolo contendere ☒ being found guilty was on  
Jan. 25, 1996 sentenced by Judge/District Justice A. J. McInnis to a  
not less than 1 years months days nor more than 2 years months days, or  
for the offense of VUFA

(Section 6108 of the Crimes Code) or (other statute)

## FINE

AMOUNT \$

To Be Paid To:

☐ COUNTY☐ COMMONWEALTH

## COSTS

AMOUNT \$

To Be Paid By:

☐ COUNTY☐ DEFENDANT

## RESTITUTION

CREDIT FOR TIME SERVED

EFFECTIVE DATE OF SENTENCE

This sentence shall be deemed to run concurrent to any existing sentences, effective the date of imposition unless otherwise stipulated below.

COURT NUMBER

OFFENSE TRACKING NUMBER (OTN)

The above defendant after ☐ pleading guilty ☐ nolo contendere ☐ being found guilty was on  
19\_\_ sentenced by Judge/District Justice\_\_ to a  
not less than\_\_ years months days nor more than\_\_ years months days, or  
for the offense of\_\_

(Section\_\_ of the Crimes Code) or (other statute)

## FINE

AMOUNT \$

To Be Paid To:

☐ COUNTY☐ COMMONWEALTH

## COSTS

AMOUNT \$

To Be Paid By:

☐ COUNTY☐ DEFENDANT

## RESTITUTION

CREDIT FOR TIME SERVED

EFFECTIVE DATE OF SENTENCE

This sentence shall be deemed to run concurrent to any existing sentences, effective the date of imposition unless otherwise stipulated below.

(Seal)

In witness to the above sentence(s) for offense(s) as well as those found on the reverse side of this document, have hereunto set my hand and seal of said court

This 25th day of Jan. 1996

AUTHORIZED SIGNATURE

ROOM 813 CITY HALL  
PHILADELPHIA, PA 19107  
(215) 686-4260 or 81 or 82

2X8799

William T. Jordon  
Clerk of Quarter Sessions

Charles L. Williams  
First Deputy

Frederic P. Cooney  
Second Deputy

DATE: 1-27-96

TO THE SUPERINTENDENT  
STATE CORRECTIONAL INSTITUTION

COMMONWEALTH

vs.

Jessup, Kevin

A/S/A

Robb

RE: CREDIT TIME

CP# 95-03-0033

MC# 95-01-3038

PP# 750487

DEAR SUPERINTENDENT:

IN CHECKING THE RECORD OF THE ABOVE CAPTIONED DEFENDANT, IT SEEMS IS TO BE CREDITED WITH TIME SERVED WHILE INCARCERATED IN THE PHILADELPHIA COUNTY PRISON SYSTEM WAITING TRIAL. IF NOT ALREADY APPLIED ON ANOTHER MATTER.

FROM 1-26-95 TO 1-29-96

FROM TO

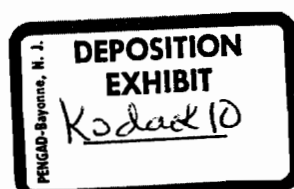
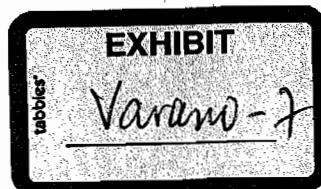
FROM TO

FROM TO

THE ABOVE CREDIT TIME WAS CALCULATED BY Clk M. R. Jordon  
OF THE PHILADELPHIA COUNTY PRISON. THIS LETTER SHALL BE CONSIDERED AS AN AMENDMENT TO THE ORIGINAL COMMITMENT, AND IS BEING SENT TO YOU UNDER THE SEAL OF THE COURT.

SINCERELY,

William T. Jordon  
WILLIS J. GORDON  
COURT SERVICES MANAGER  
CLERK OF QUARTER SESSIONS  
ROOM 813 CITY HALL  
(215) 686-4260 or 81 or 82  
JEP001159



COURT OF COMMON PLEAS  
OFFICE OF COURT ADMINISTRATION  
APPEALS DIVISION

DATE 10

RECEIVED

OCT 31 1996

COURT

*Coal Township*

TO - RECORD ROOM SUPERVISOR, STATE INSTITUTIONS

FROM - SUSAN A. CARMODY, SUPERVISOR, APPEALS UNIT.

RE- JESSUP, KEVIN

REC.CNTRL# CP 9503-0033 1/1 PHOTO# 750

STATUS- PRISON LOCATION- P.A. ST. CORR. C-X8799 DATE SENTENCED- 1

JUDGE- ANTHONY J DEFINO

ATTORNEY FOR APPELLANT- JOHN P COTTER

APPELLATE# 0646PH

APPEAL TO- SUPERIOR COURT DATE FILED- 2/21/96 DOCKET PAGE- 0090

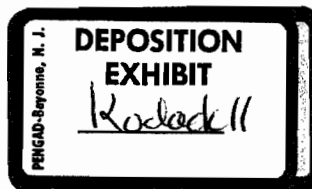
ON 10/22/97, THE RECORD IN THE ABOVE CAPTIONED MATTER WAS RETURNED TO THE JURISDICTION OF THE PHILADELPHIA COURT OF COMMON PLEAS, WITH THE FOLLOWING APPELLATE DISPOSITION-

JUDGMENT OF SENTENCE AFFIRMED AND ALLOCATUR DENIED BY SUPREME COURT

THEREFORE, THE SENTENCE IMPOSED ON 1/25/96 BY THE HONORABLE ANTHONY J DEFINO STANDS.

CC - JUDGE ANTHONY J DEFINO  
COURT RECORD  
FILE

*[Handwritten signature]*



DEF001156

*Kodachrome - 11*



PBPP 141 (12/79)

*Original Juvenile  
US Marshals*

AGENT JOSEPH RYAN  
TELEPHONE 215-560-6750  
SSAN 185566610  
DOB 04/03/1975  
SID 21714127  
PICTUREID750487  
JUDGE ALBERT DEFINO  
BILL & TERM 950300033  
ORIGINAL CHARGE ROBBERY: VUFA  
MAX DATE 01/26/2007 ✓  
NEW CHARGE NEW CRIM CHARGE CSA  
MANUF/DEL/PWID



HEARING DATE 10/02/01  
CONCURRENCE BY AUDREY STARLING  
ON 09/27/2001

*Bail 10/4/01*

COMMONWEALTH OF PENNSYLVANIA  
BOARD OF PROBATION AND PAROLE

## WARRANT TO COMMIT AND DETAIN

DATE 09/27/2001

To the Superintendent, Warden, or other authorized representative of any  
Detention Facility or State Correctional Institution in the Commonwealth  
of Pennsylvania;

By virtue of the authority delegated to me by the Pennsylvania Board of Probation  
and Parole, you are hereby authorized and directed to commit and detain for  
violation of parole/probation KEVIN JESSUP

Parole No. 496AS, Paroled on 04/09/2001

from SCI - Coal Township, Institution No. CX 8799

Subject to further order of the Board

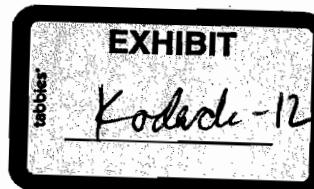
PENNSYLVANIA BOARD OF PROBATION AND PAROLE

By:

*William E. Jones Jr.*

District Director

Warrant Number: 1C2-01-082



DEF001061

UNITED STATES DISTRICT COURT  
Eastern District of Pennsylvania

UNITED STATES OF AMERICA

V.

DAMON CHAEPPELLE aka "Kevin Jessup"

0136  
0123  
WARRANT FOR ARREST  
Case Number CR-02-131

To: The United States Marshal  
and any Authorized United States Officer

YOU ARE HEREBY COMMANDED to arrest Damon Chappelle

and bring him or her forthwith to the nearest magistrate to answer a(n) Indictment charging him or her  
with

Possession w/intent to distribute "Crack" cocaine; Possession w/intent to distribute  
"Crack" cocaine within 1,000 Ft. of school; felon in possession of firearm; possession  
of firearm in furtherance of drug trafficking crime

ATF  
in violation of Title United States Code, Section(s) 21:841(a)(1); 18:922(g)(1);  
18:924(c)(1)(A)

MICHAEL E. KUNZ

Name and Title of Issuing Officer

[Signature]  
Signature of Issuing Officer

1/22/02 PHILA. PA.

Date and Location

Bail fixed at \$ recommended by HON. M. FAITH ANGELL

Name of Judicial Officer

RETURN

This warrant was received and executed with the arrest of the above-named defendant at

Date Received \_\_\_\_\_ Date of Arrest \_\_\_\_\_

Name and Title of Arresting Officer \_\_\_\_\_

Signature of Arresting Officer \_\_\_\_\_

EXHIBIT

Kodach-13

\*\* TOTAL PAGE 01 \*\*  
DEF001109

TOTAL P.02

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

UNITED STATES OF AMERICA

Criminal No. 02-32-1

vs.

DAMON CHAPPELLE, a/k/a KEVIN JESSUP  
Inmate No. CX8799

ORDER

AND NOW, this 1st day of Feb. ~~January~~, 2002, it is hereby  
ORDERED, ADJUDGED AND DECREED that the Warden of F.C.I.  
COAL TOWNSHIP, Coal Township, PA and the United States Marshal(s)  
for the Eastern District of Pennsylvania produce before this Court  
the body of Damon Chappelle, a/k/a Kevin Jessup on Thursday,  
February 21, 2002 at 10:30 a.m. before Magistrate Judge Carol Sandra  
Moore Wells to appear for arraignment in the above-captioned matter,  
and that immediately upon termination of the said proceedings, he be  
delivered into the custody of the said superintendent of the said  
institution.

BY THE COURT:

J. C. Waldman  
JAY C. WALDMAN,

J.

cc: U.S. Marshal (2)

2-4-02  
DATE

Ce  
By Whom

Cr 2 (8/80)

A TRUE COPY CERTIFIED TO FROM THE RECORD

DATED: 2-4-02

WITNESSED: Carol Sandra Moore Wells

DEPUTY CLERK OF THE COURT  
EASTERN DISTRICT OF PENNSYLVANIA

DEF001124

EXHIBIT

Koback 14

YQ

PENNSYLV

TATE POLICE - HIT CONFIRM

ORI: PA049055C DRI: DCATF0000 CTL: lsr  
 OCA: 18461 NIC: w472285155  
 RTY: WP RNO: 1 PRI: R  
 RNA: Christine Fobia RAG: SCI COAL TWP  
 PHO: 5706447890 EXT: 120 FAX: 5706443414  
 REM: This person is currently an inmate at sci coal twp prison  
 Please advise status of warrant  
 Our inmate No CX8799 Jessup, Kevin AKA Chappelle, Damon

STOLEN/FELONY	(SV)	- LIC	VIN	VYR	VMA
WANTED PERSON	(WP)	- NAM	Chappelle, Damon	DOB 19750403	SEX M
MISSING PERSON	(MP)	- NAM		DOB	SEX
PROTECTION ORDR	(PO)	- NAM		DOB	SEX
STOLEN LICENSE	(SL)	- LIC	LIS LIY LIT		
STOLEN ARTICLE	(SA)	- TYP	SER	BRA	
STOLEN SECURITY	(SS)	- TYP	SER	DEN	
STOLEN BOAT	(SB)	- REG	BHN	BMA	
STOLEN PART	(SP)	- SER	BRA	CAT	
STOLEN GUN	(SG)	- SER	CAL	MAK	MOD
MSG RCVD	1	FEB 01, 2002	10:27:12	SAN: 4RQR1A0K8Z3J	

EXHIBIT

Kodach-15

DEF001106

United States Department of Justice  
United States Marshals Service



## DETAINER

### BASED ON FEDERAL JUDGEMENT AND COMMITMENT

UNITED STATES MARSHAL  
EASTERN DISTRICT OF PENNSYLVANIA

Please type or print neatly:

TO: SCI Graterford

DATE: September 26, 2002

SUBJECT: Chappelle, Damond

AKA:

DOB/SSN: 4/3/1975 - 185-56-6610

USMS #: 56079-066

CR#: 02-32-01

Local# CX-8799

*11/coe*

*E.A*

Please accept this Detainer against the above-named subject who is currently in your custody. The United States District Court for the Eastern District of Pennsylvania has issued a **Judgement and Commitment Order** against the subject. The attached **Judgement and Commitment Order** commits the subject to the custody of the U.S. Attorney General to serve the following sentence of imprisonment:

162 Months

Prior to the subject's release from your custody, please notify this office at once so that we may assume custody of the subject for service of his Federal sentence on imprisonment. If the subject is transferred from your custody to another detention facility, we request that you forward our Detainer to said facility at the time of transfer and advise this office as soon as possible. The notice and speedy trial requirements of the Interstate Agreement on Detainers Act do NOT apply to this Detainer.

Please acknowledge receipt of this Detainer. In addition, please provide one copy of the Detainer to the subject and return one copy of the Detainer to this office in the enclosed self-addressed envelope.

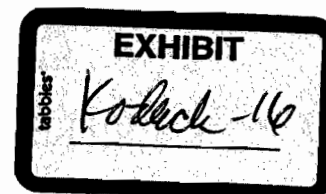
Very truly yours,

United States Marsh  
Gary Shovlin


*Call Jodi  
for Pick Up*

By: Mike Matzelt  
215-597-9735

*215-521-7300  
T-Mobile Systems  
Jackie  
Steve Morgan*



*Orig. also given to US Marshal*



**United States Department of Justice**  
**United States Marshals Service**

**DETAINER**  
**BASED ON FEDERAL JUDGEMENT AND COMMITMENT**

UNITED STATES MARSHAL  
EASTERN DISTRICT OF PENNSYLVANIA

*Please type or print neatly:*

**TO: SCI COAL TOWNSHIP**  
**CX 8799**

**DATE: November 21, 2006**

**SUBJECT: CHAPPELLE, Damon Donyel**

**AKA: JESSUP, Kevin**

**DOB/SSN: 04/03/1975, 185-56-6610**

**USMS #: 56079-066**

**CR#: 02-032-01**

Please accept this Detainer against the above-named subject who is currently in your custody. The United States District Court for the Eastern District of Pennsylvania has issued a **Judgement and Commitment Order** against the subject. The **Judgement and Commitment Order** commits the subject to the custody of the U.S. Attorney General to serve the following sentence of imprisonment:

**95 Months, Credit Time Served 09/23/02, 4 Yrs S. Rel, Concurrent w/State**

Prior to the subject's release from your custody, please notify this office at once so that we may assume custody of the subject for service of his Federal sentence on imprisonment. If the subject is transferred from your custody to another detention facility, we request that you forward our Detainer to said facility at the time of transfer and advise this office as soon as possible. The notice and speedy trial requirements of the Interstate Agreement on Detainers Act do **NOT** apply to this Detainer.

Please acknowledge receipt of this Detainer. In addition, please provide one copy of the Detainer to the subject and return one copy of the Detainer to this office in the enclosed self-addressed envelope.

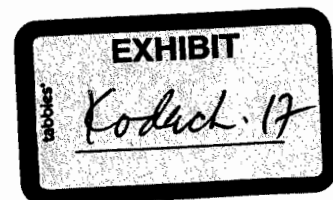
Very truly yours,

United States Marshal  
**GARY SHOVLIN**

*Cookie Burnstine*  
**By: Cookie Burnstine**  
**215-597-9443**

RECEIPT	
Date:	
Signed:	
By:	
Title:	

*Institution*





**Board of Probation and Parole**  
**1101 South Front Street, Suite 5800 - Harrisburg, PA. 17104-2538**  
**717-787-6134**

# WARRANT

## For Arrest of Paroled Prisoner

**To any Parole Agent of the Pennsylvania Board of Probation and Parole or any Officer Authorized to Serve Criminal Process or any Peace Officer in the United States of America:**

**You are hereby authorized to arrest and detain for parole violation JESSOP KEVIN Parole No. 496AS, paroled on April 9, 2001 from SCI CT, under Institution No CX8799 on the sentence at No. CP 950300033 under the jurisdiction of the Pennsylvania Board of Probation and Parole. For his (or her) arrest and detention this shall be your sufficient warrant.**

It is hereby ordered that the said JESSUP KEVIN be retaken and returned forthwith to the actual custody within the Pennsylvania enclosure, and we hereby require an officer of The Pennsylvania Board of Probation and Parole, to so retake and return JESSUP KEVIN and for so doing this shall be sufficient warrant.

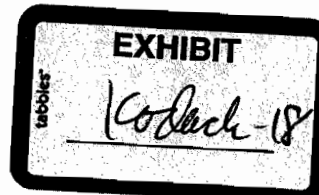
Signed and sealed at Harrisburg, Pennsylvania  
this 14 day of August, 2007  
PENNSYLVANIA BOARD OF PROBATION AND PAROLE

*Walter M. Finkel*  
Director, Interstate Services

ATTEST:

Catherine C. Murry  
Chairman

Warrant No. 496AS



DEF001051

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA  
PROBATION OFFICE**

**DANIEL W. BLAHUSCH  
CHIEF U.S. PROBATION OFFICER**

**FEDERAL OFFICE BUILDING  
600 ARCH STREET, SUITE 2400  
PHILADELPHIA, PA 19106-1679  
215-597-7950  
FAX # 215-597-8856**

**April 22, 2009**

SCI Coal Township  
1 Kelley Drive  
Coal Township, PA 17866-1020

Attn: Record Room

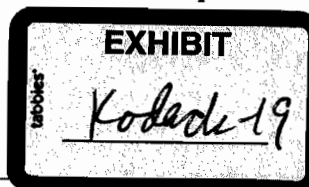
**RE: JESSUP, Kevin  
AKA Damon Chappelle  
DOB - 4/3/75  
Inmate No. CX 8799**

Dear Sir:

On September 23, 2002, Mr. Jessup appeared before the Honorable Jay Waldman in the Eastern District of Pennsylvania under docket 02-CR-032-01 and was sentenced to 162 months custody to be followed by six years supervised release. On November 21, 2006, this sentence was vacated and Mr. Jessup was re-sentenced by the Honorable Timothy Savage to 95 months custody to be followed by four years supervised release. His sentence was subsequently reduced to 24 months custody on November 24, 2008. On April 14, 2009, Mr. Jessup completed his federal custodial sentence and was released to a detainer located by the Pennsylvania Board of Probation and Parole.

We confirmed that Mr. Jessup is presently incarcerated at your facility with no set release date. The purpose of this letter is to request that our office be notified when Mr. Jessup is scheduled to be released from custody. At that time, he will commence his four year supervised release term. Therefore, Mr. Jessup will be required to report to the U.S. Probation Office at the William J. Green Federal Building, 600 Arch Street, Suite 2400, Philadelphia, PA 19106 within 72 hours of release from custody or to the Probation Office in the state of his residence.

Please have Mr. Jessup sign this letter to verify his understanding of his federal supervision status. A copy of this letter should be mailed to this office at the above address. Please keep a signed copy of this letter in Mr. Jessup's institution file and provide him with a copy.



DEF001030



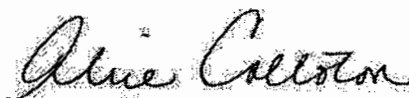
**RE: JESSUP, Kevin**  
**AKA Damon Chappelle**  
**Inmate No. CX 8799**  
**Page Two**

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Your assistance rendered in this matter will be greatly appreciated. If you have any questions, please feel free to contact me at 267-299-4595.

Sincerely,


Daniel W. Blahusch, Chief  
U.S. Probation Officer



Alice Colloton  
Supervising U.S. Probation Clerk

/ac

cc: Kevin Jessup/Damon Chappelle

  
Kevin Jessup/Damon Chappelle

4/29/09  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

DEF001031

**11.5.1, Records Office Operations Procedures Manual**  
**Section 2 – Releases**

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**Section 2 – Releases**

**A. Information Applicable to ALL Permanent Releases**

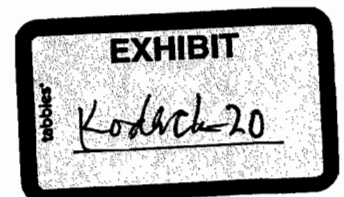
1. An inmate is released for Pre-Release, Parole/Re-Parole, Sentence Complete (SC), Bail, Vacated Sentence/Conviction, Transfer to County, and Release to Custody of Other Authorities.
2. Every facility is involved in the release of inmates. Certain steps are required and must be followed in the release process. A key document in this procedure is the **Department Release Checklist (Attachment 2-A)**. This form describes the steps to be covered by the Records Specialist, Corrections Records Specialist, Corrections Records Supervisor, and the Records Supervisor prior to the release of an inmate.
3. A time file must be maintained in each Record's Office containing a copy of each inmate's **16E, Sentence Status Summary** in order of release dates.
4. The **Department Release Checklist** must be completed for every inmate who is being released. This form shall be completed and signed by the Records Specialist/Corrections Records Specialist and the Records Supervisor/Corrections Records Supervisor/designee.
5. As an inmate is processed for release, the Records staff must perform that an in-depth review of the **DC-15, Inmate Record**. Records staff are cautioned to review the **DC-15** to identify any open/unresolved criminal cases, open warrants or detainers, and to identify required information to be provided to county officials for an inmate being transferred to the county (including ATA cases).<sup>1</sup>
6. Records Office staff shall review the files of an inmate scheduled for release as early as possible to identify potential obstacles to discharge. This review shall identify:
  - a. the requirement for DNA Testing and/or registration under Megan's Law in accordance with Department policies **11.6.1, "Sexually Violent Offender Registration (Megan's Law)"** and **11.6.2, "Act 185 DNA Data and Testing;"** and
  - b. detainers, arrests with unreported disposition, open cases or unfulfilled cases.
7. Unreported Dispositions

When an inmate is being considered for pre-release programming, assignment outside the enclosure of the facility, or release, Records staff must investigate unreported dispositions according to the procedures listed below.

**a. The following offenses must be researched indefinitely:**

- (1) homicide/murder;

<sup>1</sup> 4-4446



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- (2) involuntary manslaughter; and
  - (3) Megan's Law offenses.
- b. *The disposition of arrests for offenses the PA Board of Probation and Parole lists as a crime of violence (Attachment 2-B) shall be researched 15 years prior to the date of the current DOC commitment.*
- c. *All other offenses shall be researched 5 years from the date of the current DOC commitment except as noted in 7.d. below.*
- d. *In the event that there is a legislative program (i.e. Boot Camp, SIP, etc.) that mandates research additional to the requirements above, the research must be conducted in accordance with the legislation.*
- e. Records staff must attempt to obtain disposition using the resources available through JNET, Common Pleas Court Management System (CPCMS/web dockets), county websites, AQ screen on CLEAN, telephone inquiry to the arresting agency, etc).
- f. If disposition is obtained via a telephone call, the Records Specialist will record on a **DC-14A, Cumulative Adjustment Record** for Unreported Dispositions (**Attachment 2-C**), the name of the person with whom he/she spoke, time and date and what information was received. This information will be filed under the ID section of the **DC-15** with the rap sheet.
- g. If disposition cannot be resolved using **Section A.7.e. above**, Records staff must generate a **DC-26, Detainer Action Letter** to the appropriate agency. A copy of this form must be filed under the ID separator of the **DC-15** with the rap sheet.
- h. Information regarding the disposition shall not be recorded on the rap sheet. The information will be lost when a new rap sheet is requested and the old one destroyed. The information is to be recorded on the **DC-14A**.
- i. If staff is unable to obtain an unreported disposition, then the documents listed under **Section A.7.e, and f. above**, will verify his/her attempt to do so and transfer the liability to the arresting agency rather than the Department.
- j. If the rap sheet shows a similar crime from another jurisdiction, then staff shall relate that crime to the Pennsylvania equivalent and provide a record search accordingly.
8. A new criminal history rap sheet shall be run within seven working days prior to release, for all releases, except paroles. A Wanted Query (QWA) shall also be run the last day prior to release.
9. When the sentence structure for an inmate being released has been certified, except as outlined in **Section 1 "Processing Receptions," E.3.e.** of this procedures manual and no changes are pending, the sentence structure does not need to be checked again when completing the Release Checklist.

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10. If the sentence has not been certified, it will be done at this time using the Audit Tool. Records with errors will not be certified. They will be given to a Records Specialist at the facility where the inmate is housed to be corrected and then returned to the auditor for certification.
11. On the last working day prior to discharge, the Records Office staff/designee shall run an FS QWA on the NCIC/CLEAN System to ensure that there are no new open warrants for the inmate.
12. The Records Specialist shall initiate the **DC-158, Release Worksheet (Attachment 2-D)** as far in advance of the scheduled release date as possible, but at the latest it shall be initiated on the last working day before the release. The Records Office shall notify other departments within the facility to advise them of the inmate's pending release.
13. The inmate is required to visit designated discharge stations at least one day prior to discharge. Mandatory discharge stations include: Business Office, Dental Office, Education Department, Library, Medical Department, Parole Office, Record Office, Property Room. Staff at each discharge stations shall review appropriate files and signify that the inmate is "cleared" for discharge by signing the **DC-158**. A facility may supplement the above list as necessary to include additional departments.
14. When an inmate is to be released from other than general population housing, or is physically unable to move about the facility, the Records Office will initiate an abbreviated **DC-158** and forward to appropriate staff.
15. On the day of release, the Shift Commander/Designee must verify that the inmate has been properly identified, check the **DC-158** to ensure that the inmate has "cleared" all mandatory discharge stations, and that funds, gratuities, and personal belongings are issued to the inmate.<sup>2</sup>
16. When the inmate is being released to another authority, the documentation of the transporting officials shall be examined and the **DC-151A, Body Receipt** must be signed.
17. The Records Specialist shall access the Inmate Records System (IRS) and/or appropriate DOCNet program, and update the status of the inmate. An important part of this process is entering a correct discharge address for the inmate into the IRS and/or appropriate DOCNet program.
18. The final step in the release process is storing the **DC-15** in accordance with the records retention and disposition schedule located in **Section 8** of this procedures manual.

**B. Types of Releases**

1. Sentence Complete (SC) (formerly Final Discharge Maximum Expiration – FDME)

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<sup>2</sup> 4-4446

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- a. This is a release upon completion of the inmate's maximum sentence term. This type of release is commonly referred to as a "max-out" and describes the release of an inmate upon completion of the maximum sentence of incarceration or parole period. The procedures set forth in **Section A. above** shall be followed for this type of release.
- b. For an inmate being released SC to the community, the procedures in **Section A. above** shall be followed and a **Release Notification Letter (Attachment 2-E)** is to be sent to the District Attorney of the committing county. This letter is to be prepared by the Records Office Supervisor/designee and approval, and signed by the Facility Manager/designee. This letter is to be sent 30 days prior to the inmate's scheduled release date. If an inmate is ordered to be released and a 30-day period is not available, the **Release Notification Letter** shall be faxed to the District Attorney when the order for discharge is received.
- c. **Megan's Law, Act 24 of 1995** and as amended by **Act 18 of May 10, 2000 and Act 152 of November 24, 2004, 42 Pa. C.S.A. §9791 et. seq.** requires that an individual convicted of any one of the statutorily enumerated sex offenses as defined in the Act must be registered with the Pennsylvania State Police (PSP) at the time of release from incarceration in accordance with Department policy **11.6.1**.
  - (1) The facility's Records Office (or Community Corrections staff in conjunction with the support facility's Records Office) will review the central files of inmates to identify each inmate currently serving time for a conviction of a Megan's Law offense or who has ever been convicted (if adjudicated delinquent, it is excluded) of a Megan's Law offense, even if the inmate has served the maximum sentence for that offense.
  - (2) When the inmate is scheduled to be released from a facility because of SC, the Records Office of the releasing facility shall collect registration information from the inmate no later than 30 days prior to the SC date and forward the original registration information to the PSP no later than 10 days prior to the release date.
  - (3) 30 days prior to the anticipated release date, the Registering Official (Records staff for inmates being released as SC) will complete the **PSP Sexual Offender Registration Notification Form (Attachment 2-F)**, for the inmate and obtain one photograph (within 24 hours) of the inmate's face and any scars, marks, tattoos, or other unique features of the individual to be attached to the original copy of the registration form or to be submitted via the Commonwealth Photo Imaging Network if such submission is required by the PSP, and one completed fingerprint card. In those cases that the inmate wears prescription eyeglasses, one photograph of the inmate wearing the glasses and one photograph of the inmate without the glasses is required. If the inmate is completing his/her sentence from a Community Corrections Center (CCC), the support facility's staff will complete the registration form with information supplied by CCC staff. A copy of the registration form (without the photographs) will be placed into the inmate's **DC-15** file, and a copy of the registration form (without the photographs) will be forwarded to the facility parole representative.

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Note: In all cases, the original registration form shall be mailed to the PSP no later than 10 days prior to the maximum expiration date. In emergency situations, where it is determined that an inmate must be registered at the last minute, the registration form may be faxed (717-772-3681) to the PSP, followed with the mailing of the completed original form.

- (4) PSP will provide notification to the facility via a CLEAN system terminal message that registration information has been received. The notification will be directed to the facility's Records Supervisor/Corrections Records Supervisor. The notification will be placed into the inmate's **DC-15** file; records staff will acknowledge receipt of the CLEAN message by responding via the CLEAN system.
- (5) When an inmate who is scheduled to be released from a facility due to SC refuses to provide the registration information, the Records Office of the releasing facility shall notify the PSP barracks with jurisdiction over the facility of the inmate's failure to provide the required registration information and of the expected date, time, and location of the release of the offender. The PSP will arrive at the time of release and allow the offender the opportunity to register, prior to arresting the offender for refusing to register.
- (6) The Records Supervisor/designee shall monitor the sending of the registration forms to the PSP and receipt of the CLEAN system terminal messages. In the event that a CLEAN system terminal message is not received within five days of the registration form being mailed, the Records Supervisor/designee shall contact the PSP, via telephone, to inquire if the information was received. If the information was received a CLEAN system terminal message shall be requested. If the information as not received, a copy of the registration form shall be faxed (717-772-3681) to the PSP.
- (7) If an inmate who meets the registration requirements refuses to provide information necessary for completion of the registration form, including properly signing the form, the Facility Manager/designee will notify the local PSP barracks. The notification will include the name of the inmate, the location, date and time of release, as well as the fact that the inmate may be in violation of Megan's Law.
- (8) If a previously released inmate, who is already registered and was returned to the custody of the Department is to be released SC, the Records Supervisor/designee is responsible for notifying the PSP of the inmate's release via the CLEAN system using the fixed screen which can be found at TEXT PSP/INMINF, and completing a **Sexual Offender Address Work Sheet (Attachment 2-G)** that must be forwarded to PSP, in accordance with **Department policy 11.6.1**.
- (9) Any inmate who refuses to comply with the completion of the form, and still has time to serve, will be placed in Administrative Custody in accordance with Department policy **DC-ADM 802, "Administrative Custody Procedures."**
- (10) If an inmate who initially refuses to register changes his/her mind and then registers prior to release, the PSP will be notified that the inmate has registered.

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**2. State Parole**

- a. This is a release to the supervision of the PBPP upon completion of at least the minimum term of confinement. Unless parole is revoked, the inmate serves the remainder of the sentence under the supervision of the PBPP. The inmate is subject to re-incarceration for violation of any of the conditions of parole.
- b. Upon receipt of the order to parole, re-parole, or to continue on parole, the Records Specialist shall review the order to confirm that the information recorded on the PBPP Release Order is correct and accurate. This include a review to ensure that all current cases are listed on the order and that the minimum and maximum dates are correctly stated. The release date must be on or after the controlling minimum date with the exception of inmates participating in the Quehanna Boot Camp Program. In all cases where the release order is not correct, the Records Officer shall not permit the inmate to be released until the order has been corrected or the issue resolved.
- c. Upon written notification from the Facility Parole Office that an inmate is ready for release on parole, re-parole or to continue on parole status, the Records Specialist/Corrections Records Specialist shall initiate the procedures set forth in **Section A. above**.
- d. The facility Parole Office will forward to the Records Office, via email to the Records Office general email address, a copy of the request for urinalysis, as soon as the urinalysis is requested.
- e. When the request is received by the Records Office, the assigned Records Specialist is to complete Section 5 of the Release Checklist for review of the sentence structure (this includes the certification of the **16E, Sentence Computation Summary**), and review the criminal history (a new one must be requested), research unreported dispositions, etc.
- f. Section 5 of the Release Checklist will be completed by the Records Specialist and the Records Supervisor/designee within six working days from the date the request for urinalysis is received. The signature of the Records Specialist and the Supervisor/designee is required when this portion is completed.
- g. If there is an extraordinary circumstance where this process cannot be completed within six working days, the Records Supervisor must contact the Records Administrator or Assistant Records Administrator via email explaining the circumstance and the reason that the task cannot be completed within the allotted time frame. The Records Administrator or the Assistant records Administrator will either approve or deny the request for extension by return email and will copy the Facility Parole Supervisor on the response.
- h. Upon receipt of the release order and when a release date is known, the Records Specialist will complete the remainder of mandatory items listed under Section 1 of the Release Checklist as previously instructed. This includes running another QWA that last working day prior to release. It is not necessary to run another RAP Sheet

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unless a JNET Notification advises that there has been a new arrest, Want, or disposition (a disposition notification requires a check of the JNET Secure Web Docket, since running the new criminal history as noted in the previous paragraph). Signatures are again required in the designated space above Section 5 of the Release Checklist when these functions are completed. You are required to track this process on an Excel spreadsheet which will be supplied by the Records Administrator. No changes are to be made to the format unless they are made by the Records Administrator or the Assistant Records Administrator.

**i. PBPP-140, Order to Release from Temporary Detention or to Cancel Warrant to Commit and Detain**

- (1) An inmate who has been returned to the Department by the PBPP may have his/her **Warrant to Commit and Detain** cancelled by the PBPP. The Records Office staff must have a release (**PBPP-140**) of the board warrant in their possession before the inmate is discharged. The inmate shall be cleared for discharge in accordance with the **Department Release Checklist**.
- (2) Time for Processing the Lift of a PBPP Warrant:
  - (a) The inmate shall be processed as soon as possible (that day or the next).
  - (b) If there are problems obtaining information, etc., the inmate cannot be held any longer than four working days (unless there is a detainer from another authority) from the date of the lift of a PBPP Warrant (which should be the same it is received).
  - (c) If the inmate is past his/her sentence complete date, the inmate must be cleared for immediate release.

**j. Inmates Paroled to a Detainer with a Bed Date to a CCC**

If an inmate is to be paroled and has a detainer that must be satisfied prior to going to a CCC, the Records Office shall notify the regional headquarters of the receiving CCC that this inmate will not be arriving at the CCC until the inmate has satisfied the detainer. The notification will be sent to the Referral Specialist at the Regional Office while copying the Regional Director via email. This is to prevent the inmate from being reported as a non-report by the CCC.

**3. Parole, Re-Parole, or Sentence Complete (SC) from CCC**

- a. Bureau of Community Corrections (BCC) Regional Offices and Contract Facilities shall contact the facility Records Office with notification of the inmate's imminent release. The completed **DOC Release Checklist** shall be forwarded/faxed to the Regional Office, Contract Facility Coordinator, rather than directly to Community Contract Facilities.



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- b. All procedures required for the release of an inmate from a correctional facility also apply to the release of an inmate from a CCC or a Contract Facility including the Department Release Checklist.

**4. Act 24 of 1995, Megan's Law**

- a. **Megan's Law, Act 24 of 1995** and as amended by **Act 18 of May 10, 2000** and **Act 152 of November 24, 2004, 42 Pa. C.S.A. §9791 et. seq.** requires that an individual convicted of any one of the statutorily enumerated sex offenses as defined in the Act must be registered with the Pennsylvania State Police (PSP) at the time of release from incarceration in accordance with Department policy **11.6.1**.
- b. The facility's Records Office (or Community Corrections staff in conjunction with the support facility's Records Office) will review the central files of inmates to identify each inmate currently serving time for a conviction of a Megan's Law offense or who has ever been convicted (if adjudicated delinquent, it is excluded) of a Megan's Law offense, even if the inmate has served the maximum sentence for that offense.
- c. If the inmate who is being paroled meets the criteria for Megan's Law, the Records Office will provide the facility parole staff with two current photographs (within 24 months) of the inmate's face and any scars, marks, tattoos, or other unique features of the individual.
- d. A copy of the completed registration form and confirmation will be sent to the facility's Records Office for placement in the legal section of the inmate's **DC-15** file. Photographs shall be in electronic format if the PSP requires submission of photographs using the Commonwealth Photo Imaging Network.
- e. The PSP will provide notification to the Department via a CLEAN system terminal message that the registration information has been received (**Attachment 2-H**). This notification will be placed into the inmate's **DC-15** file. The notification will be directed to the facility's Records Supervisor/Corrections Records Supervisor. The records staff will acknowledge receipt of the CLEAN message by responding via the CLEAN system.
- f. The Records Supervisor/designee shall monitor the sending of the registration forms to the PSP and receipt of the CLEAN system terminal messages. In the event that a CLEAN system terminal message is not received within five days of the registration form being mailed, the Records Supervisor/designee shall contact the PSP, via telephone, to inquire if the information was received. If the information was received a CLEAN system terminal message shall be requested. If the information as not received, a copy of the registration form shall be faxed (717-772-3681) to the PSP.
- g. If an inmate who meets the registration requirements of this policy refuses to provide information necessary for the completion of the registration form, including properly signing the form, the Facility Manager/designee will notify the local PSP barracks. The notification will include the name of the inmate, the location, date and time of release, as well as the fact that the inmate may be in violation of Megan's Law.

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- h. If a previously released individual, who is already registered and who was returned to the custody of the Department is to be released from Department custody, the Records Officer Supervisor/designee is responsible for notifying the PSP of the inmate's release via the CLEAN system using the fixed screen which can be found at TEXT PSP/INMINF, and completing a Change of Address form that must be forwarded to PSP, in accordance with **Department policy 11.6.1.**
- i. Any inmate who refuses to comply with the completion of the form, and still has time to serve, will be placed in Administrative Custody in accordance with Department policy **DC-ADM 802, "Administrative Custody Procedures."**
- j. If an inmate who initially refuses to register changes his/her mind and then registers prior to release, the PSP will be notified that the inmate has registered.

**5. Parole Violator Pending (PVP) with Federal Sentences**

- a. The Parole Act 61 Pa C.S. §331.21a, regarding other violations of terms of parole states:

- (1) "If a new sentence is imposed upon such parolee, the service of balance of said term originally imposed shall precede the commencement of the new term imposed in the following cases:

If a person is paroled from any state penal or correctional facility under the control and supervision of the Department of Justice and the new sentence imposed upon him/her is to be served in any such state penal or correctional facility.

If a person is paroled from a county penal or correctional facility and the new sentence imposed upon him/her is to be served in the same county penal or correctional facility.

- (2) In all other cases, the service of the new term for the latter crime shall precede commencement of the balance of the term originally imposed."

- b. Federal law/policy contends that in this situation the state has primary jurisdiction since there has been no final action by the PBPP. The result of this conflict is that the federal authorities refuse to take custody and the PBPP refuses to recommit the inmate.
- c. The following procedures are to be followed until the conflict can be resolved.
  - (1) When an inmate is received and meets the criteria stated in **Section B.4.a. and b. above**, a memorandum stating the facts is to be sent to the Records Administrator/Assistant Records Administrator.
  - (2) The facility shall track these inmates so that their incarceration does not exceed the length of the federal sentence and the time that he/she would serve if the PBPP issued a final recommitment action. Normally, the Board Action will state

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how long he/she would have to serve even though there is no final recommitment action.

- (3) The Records Administrator/Assistant Records Administrator shall be notified three months prior to the expiration of the combined total of the times stated in **Section B.4. above**, if the inmate has not been transferred to federal custody.
- (4) The Records Administrator/Assistant Records Administrator shall be notified if the PBPP issued a final recommitment action or if the federal authorities agree to take custody. All questions should be directed to the Records Administrator/Assistant Records Administrator.

**6. County Parole**

The sentencing court retains authority to parole any inmate whose aggregate maximum sentence is less than two years. All other cases (aggregate sentences of two years or more) are within the jurisdiction of the PBPP. Records Office staff shall prepare the **DC-309, County Parole Application** (sentencing information only) (**Attachment 2-I**) and forward it to the Unit Management Team for processing in accordance with Department policy **11.4.1, "Case Summary."** If an inmate seeks "early (county) parole" then it is his/her responsibility to contact the court. If the inmate is to be released from Department custody the procedures in **Section A. above** shall be followed when the inmate is placed on county parole.

**7. Release for Serious Illness**

- a. The sentencing court has the authority to make a temporary modification of a criminal sentence to facilitate medical treatment when an inmate is seriously ill and cannot receive necessary medical care in the facility.
- b. When an inmate is granted release because of a serious illness, the Records Office staff must ensure that the Judge issued an order authorizing the change of place of confinement. The order must indicate that the inmate is to be released from the facility and the new place of confinement must be within the Commonwealth. The order shall be referred to the Office of Chief Counsel for review prior to release of the inmate.
- c. The procedures in **Section A. above** shall be followed.
- d. The family member, law enforcement official, or health care professional shall sign a **DC-151A** taking custody of the inmate.

**8. Bail**

- a. Bail may be granted either prior to trial, following conviction but prior to sentencing, or pending resolution of an appeal of the inmate's conviction. Bail may not be granted in cases where the individual may face the imposition of capital punishment or a life sentence.

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- b. When bail is granted to an inmate who has been transferred to a county jail, the Department's obligation is limited to informing the county jail whether the inmate has any other sentences or outstanding detainers, and whether he/she is required to register under Megan's Law or provide a DNA sample.
- c. When bail is granted to an inmate who is in the custody of the Department, Records Office staff shall verify that sealed copies of the following documents have been received:
  - (1) order vacating the inmate's sentence (except that no such order is required when bail is granted pending appeal of the inmate's sentence or conviction); and
  - (2) receipt indicating that bail has been paid.
- d. The Records Office shall fax to the Office of Chief Counsel: the inmate's **DC-16D/16E**, copies of the documents described above, and the prosecutor's name, if known.
- e. The Office of Chief Counsel shall determine if any appeals are pending that would stay the bail order; advise the Regional Deputy Secretary of the inmate's impending release; and inform the Records Office staff whether the Regional Deputy Secretary has approved the release.
- f. When the Records Office staff is informed of the approved release, the inmate shall be transferred to the county to sign the bail papers and then be released from the county jail, or Records Office staff shall request that the sheriff bring the bail paperwork to the facility and have the inmate sign the paperwork. The Records Office shall have the inmate sign the bail paperwork if the county refuses to use either of the preceding options. The Records Office shall have the inmate sign the bail paperwork if the inmate has other detainers or sentences, which require that he/she be returned to the Department.
- g. An inmate who is serving sentences in addition to the one for which bail has been granted shall not be released unless bail is granted on all of his/her outstanding charges. When the inmate is serving sentences in addition to the one for which bail is granted, the documents identified above shall be faxed to the Office of Chief Counsel. The Office of Chief Counsel shall determine whether the bail order is being appealed and inform the Records Office accordingly.
- h. The Records Office shall prepare the **DC-151A**. The transporting county official shall be required to sign for the inmate prior to release.
- i. The procedures in **Section A. above** must be followed when an inmate is being released on bail.
- j. A new **16E** will be generated, indicating the inmate's bail status.
- k. The Records Office shall establish a system in order to monitor the status of an inmate in bail status on a quarterly basis. Records Office staff are responsible for

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obtaining certified documentation relating to the final disposition of the case. An inquiry shall be made quarterly of any inmate who has been on bail status for up to two years and shall be monitored until resolution.

**9. Release Pursuant to Executive Clemency**

An inmate may be released upon being granted executive clemency by the Governor. Any documents received directing that an inmate be released pursuant to executive clemency shall be forwarded to the Office of Chief Counsel.

**10. Vacated and Modified Sentences and Convictions**

**a. Vacated Sentences and Convictions**

- (1) A court can vacate an inmate's sentence. This allows the court to re-sentence the inmate but does not vacate the inmate's conviction. A court can also vacate both an inmate's sentence and conviction. In such cases the court can order a new trial for the inmate, grant the inmate bail or direct that the inmate be released from custody. A court also can vacate an inmate's conviction. If the court vacates the inmate's conviction, the sentence is automatically vacated and the court can order a new trial for the inmate, grant the inmate bail, or direct that the inmate be released from custody.
- (2) A vacate order that will result in an inmate being released from custody, shall be referred to the Office of Chief Counsel for direction. The Office of Chief Counsel will advise the Regional Deputy Secretary of the inmate's impending release. If the Office of Chief Counsel, the Records Coordinator or the Assistant Records Coordinator determines that the situation is not one that is considered routine, they will request approval from a Regional Deputy Secretary. A Regional Deputy Secretary's approval is not required for a routine release. Prior to referral to the Office of Chief Counsel, the Records Office staff is responsible to determine and report if either the trial court or appellate court has entered a stay order and report if there is any pending litigation concerning the stay request.
- (3) Upon notification from the Office of Chief Counsel that the vacate order is valid; Records Office staff shall contact the appropriate county sheriff and request that they take custody of the inmate as soon as possible.
- (4) The procedures in **Section A. above** shall be followed when an inmate is released as the result of a vacated sentence or conviction.
- (5) The inmate's **DC-15** must be retained until final resolution. Cases will be reviewed with the county by Records staff on a quarterly basis.
- (6) If an inmate whose sentence or conviction has been vacated is serving other unaffected state sentences or convictions, the inmate shall remain at the facility where incarcerated and shall not be returned to the county.

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**b. Modification of Sentence Resulting in Release**

- (1) A number of legal proceedings can result in modification of an inmate's sentence. Modification can change the length of the inmate's sentence and may result in the inmate's release. When the sentence of a Department inmate who has been transferred to a county jail is modified, the Department's obligation is limited to informing the county jail whether the inmate has any other sentences or outstanding detainers.
- (2) When the sentence of an inmate in the custody of the Department is modified and the modification will result in the inmate's release from custody, Records Office staff shall:
  - (a) verify that a sealed copy of the order modifying the inmate's sentence has been received;
  - (b) fax the inmate's current **16E**, a copy of the order modifying the inmate's sentence, and the prosecutor's name, if known, to the Office of Chief Counsel; and
  - (c) the Office of Chief Counsel shall determine if any appeals are pending that would stay the modification order and advise the Regional Deputy Secretary of the inmate's impending release. If it is determined by the Office of Chief Counsel, the Records Coordinator or the Assistant Records Coordinator that the situation is not one that is considered routine, they will request approval from a Regional Deputy Secretary. A Regional Deputy Secretary's approval is not required for routine releases.
- (3) When the sentence of an inmate in the custody of the Department is modified and the modification will not result in the inmate's release from custody, the documents identified above shall be faxed to the Technical Records Supervisor. The Technical Records Supervisor will coordinate with the Office of Chief Counsel and advise the Records Office accordingly.
- (4) The procedures in **Section A. above** shall be followed when an inmate is released as the result of a sentence modification.

**11. Temporary Absences**

- a. Courts are empowered to issue writs or orders authorizing the temporary removal of an inmate to the custody of law enforcement officials for official court related business. The court can issue either a writ of habeas corpus ad testificandum or a court order to authorize the inmate's removal. The writ or court order will direct the Secretary/designee or a Facility Manager/designee to release the inmate into the custody of a county sheriff or other law enforcement official for the purpose of a court appearance or other business of the court.

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- b. A court may direct the county sheriff or other law enforcement official to transport an inmate to the county court. A Judge cannot order the Department to transport an inmate to county court. The Facility Manager/designee shall contact the Office of Chief Counsel prior to honoring any writ or order directing the Department to transport an inmate to court proceedings.
- c. Department personnel are responsible for transporting an inmate to federal court to participate in civil or criminal proceedings.
- d. The following court-ordered releases are without legal basis. The court-ordered releases listed below shall not be honored:

- (1) court ordered parole from a sentence within the jurisdiction of the PBPP;
- (2) modification of sentence after 30 days (and not in connection with a Post Conviction Relief Act [PCRA] Motion) as the result of a remand by an appellate court); and

Note: except as noted above, no court has the authority to modify any sentence when more than 30 days have passed since the date of sentencing unless the release is ordered through the PCRA process or other procedure, which results in a finding, that the original sentence is illegal. All court-ordered releases from custody are modifications of sentence, regardless of the purpose or duration of the release. All orders directing a release shall be faxed to the Office of Chief Counsel for review prior to initiating any action. Orders that modify an inmate's sentence, but will not result in the inmate's release shall be referred to the Records Administrator/Assistant Records Administrator.

- (3) Court Ordered Furloughs

Courts retain the authority to order such releases for an inmate confined in a county jail, but not for an inmate confined under the jurisdiction of the Department. The exclusive authority to release on furlough an inmate confined in the Department is contained in Department policy **DC-ADM 805, "Application, Review, and Approval for Inmates Requesting Pre-Release Status and Outside Assignments."** An inmate who participates in a funeral or deathbed visit shall be handled as described in Department policy **DC-ADM 812, "Inmate Visiting Privileges."**

- e. Processing Authorized Temporary Absence (ATA)

- (1) Upon notification by law enforcement officials of a writ or court order for transport of an inmate, the Records Office shall notify all appropriate departments. The Department facilities shall request a minimum of 24 hours notice for processing any request for ATA. In cases where 24 hours notice is not provided, Records Offices shall still complete the ATA process while complying with Act 84 requirements.

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- (2) The Records Office shall prepare a **DC-151A** using DOCNet. In the event an automated **DC-151A** is not available, Records Staff will manually prepare a **DC-151A** (snap set) and provide a photograph of the inmate.
- (3) The Records Office shall also prepare the temporary transfer information. This document shall be used to advise the officials taking custody of the inmate of information regarding the inmate's custody level, separations, problem areas, misconduct information, and other pertinent issues. The Records Office shall also prepare a **Department Release Checklist** for an inmate being released ATA in order to be released on appeal, or bail pending appeal, or permanent transfer of an inmate's place of confinement to a county or federal facility.
- (4) During the course of normal work hours, upon arrival of the transporting officials, a Records Specialist shall review and evaluate the certified writ or court order for validity and correctness. If there is any doubt regarding validity or accuracy, the order shall be faxed to the Records Administrator/Assistant Records Administrator or the Technical Records Supervisor for review and resolution. If an ATA is to take place outside of the normal working hours, arrangements shall be made to ensure that the release is made in accordance with Department procedures.
- (5) WRITs for ATA must be signed by a Common Pleas Court Judge. WRITs signed by a magisterial District Justice are not valid.
- (6) The Records Office shall maintain a list of inmates who are out of the facility in ATA status. Every three months Records Staff shall ask the other authority the status of the ATA inmate. If the inmate has been released by the other authority, the Records Staff shall obtain certified copies of the court order and implement release procedures; the IRS shall be updated to reflect the status of the inmate.

**12. Inter-Facility Transfers**

**a. Scheduling of Releases and/or Transfers**

- (1) Every Records Office staff member shall be familiar with pending releases and transfers. Accordingly, at each facility the Records Office shall maintain a tracking system to monitor scheduled releases and transfers.
- (2) Records Supervisors shall provide to appropriate staff, on a monthly basis, a listing of every inmate scheduled for release at least two months in advance based upon maximum dates and parole violator maximum dates. Additionally, the Records Office shall develop internal procedures to notify appropriate departments of scheduled releases and transfers. This list shall be used to advise facility and parole staff of the name, inmate number, date, and type of release or transfer.



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**b. Permanent and Temporary Transfers**

- (1) A permanent transfer between any Department facility, including CCC's, must be authorized by Central Office, in accordance with **11.2.1, "Reception and Classification, Section 8."** A request for a permanent transfer is accomplished via the Automated Transfer Petition System. Upon approval of a request, the inmate shall be scheduled for movement via the Automated Transportation System.
- (2) A temporary transfer between facilities may be necessary for a variety of reasons including, but not limited to: medical care, psychiatric care, release to federal authorities, participation in court proceedings, etc.

**c. Processing Permanent Transfers and Pre-Release Transfers**

- (1) A transfer petition shall be initiated in the Automated Transfer Petition System providing complete justification for the requested transfer in accordance with Department policy **11.2.1**.
- (2) If approved, the inmate's name is added to the available list for transfer to the designed facility. Facility staff shall monitor the list of inmates available for transfer and identify any inmate who may be temporarily unavailable for transfer due to medical conditions, disciplinary custody (DC) sanctions, PBPP hearings, etc. These inmates shall be placed in pending status until the situation is resolved.
- (3) Upon notification that an inmate is scheduled for movement, the Records Office will notify all appropriate departments of the pending transfer.
- (4) The transferring Records Office shall prepare the **DC-160, Transfer Routing Sheet** for inclusion in the record packet being sent with the inmate. This form serves as the control sheet and checklist for both sending and receiving Records Offices.
- (5) The sending Records Office is responsible for organizing and preparing the **DC-15** record for shipment along with the inmate. Other departments are responsible to prepare the **DC-14, Counselor File**, Property File, Employment File, and Education File, for shipment. These departments must deliver the records to the Records Office for shipment no later than 48 hours prior to the scheduled departure of the inmate. Any required records not transferred with the inmate shall be annotated on the **DC-160**.
- (6) The Records Office shall prepare a **DC-151A**. A photograph of the inmate shall be provided to the transporting officers. Inmates traveling to different destinations shall not be mixed on the same Body Receipt.

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- (7) All records must be transported with the inmate in accordance with Department policy **6.3.1, "Facility Security."** Records Office staff shall coordinate with other departments to ensure that all files are sent together.

**d. Processing CCC Transfers**

- (1) The Records Office at the sending facility shall ensure that the inmate's records are forwarded to the CCC's support facility within one week of the inmate's reception at the CCC. Records Office staff must prepare a **DC-158** and ensure that the inmate has cleared all mandatory departments prior to being released for transport to the CCC. The records specialist/Corrections Records Specialist and records supervisor/Corrections Records Supervisor shall complete and sign the **Department Release Checklist** to verify the inmate's eligibility for transfer to CCC.
- (2) On the day of transfer, the sending facility must send an email notice to the CCC, the receiving support facility Records Office, and the Regional CCC office of the inmate's departure. The notice must include the inmate's name and number, method and time of departure, and estimated time of arrival. If the inmate is traveling via private automobile the notice must also include the person responsible for transport and the vehicle's license plate number.
- (3) Upon arrival at the CCC, the CCC must notify the sending facility of the inmate's arrival and the time he/she arrived. The sending facility will not process the transfer in the IRS until receipt of this notification.
- (4) If notification or arrival is not received by 0800 following the day of departure, Records Office staff must call the CCC and verify the inmate's arrival. If the inmate did not arrive, he/she will be considered an escapee and the sending facility will process the escape, in accordance with Department policy **6.3.1**.

**e. Processing Temporary Transfers (TT)**

- (1) Upon notification that an inmate is scheduled for transfer to another Department facility, Records Office shall notify all appropriate departments of the pending transfer. The transferring Records Office shall prepare the **DC-160** for inclusion in the packet being sent along with the inmate. This form will serve as the control sheet and checklist for both sending and receiving Records Offices.
  - (a) The **DC-14** and **DC-15** shall be sent for any Department programs that require a TT from the parent facility;
  - (b) 90 days worth of the **DC-14**;
  - (c) **DC-15** for inmates who are TT for extended medical treatment and mental health placement;

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- (d) TT packets for PBPP hearings, arraignments, short term medical, and federal court and miscellaneous hearings.
  - (2) The TT packet shall include the following:
    - (a) **DC-160**;
    - (b) copy of the transfer petition;
    - (c) Integrated Case Summary;
    - (d) wanted poster;
    - (e) copy of the **16E**;
    - (f) automated misconduct report; and
    - (g) if the inmate is going TT for federal court the original court order (if available) or the faxed copy in absence of the original must also be included.
  - (3) The Records Office shall prepare a **DC-151A**. A photograph of the inmate shall be provided to the transporting officers. Inmates traveling to different destinations shall not be mixed on the same Body Receipt.
  - (4) All records are to be transported with the inmate in accordance with Department policy **6.3.1**.
  - f. Immigration and Customs Enforcement (ICE)
    - (1) A male inmate with an ICE detainer who is ready for transfer to SCI-Camp Hill is processed with a temporary transfer petition. Records Office staff shall initiate the transfer petition. The inmate's record shall be processed for transfer as if the inmate is being permanently transferred, to include any parole packets provided by the facility parole office. SCI-Camp Hill shall notify the sending facility's records office when ICE takes custody of the inmate; the sending facility will delete the inmate from the IRS. SCI-Camp Hill shall return the inmate's records to the sending facility to be placed in inactive status.
    - (2) SCI-Cambridge Springs and SCI-Muncy will arrange with ICE for direct pick up of a female inmate.
  - g. Interstate Compact Cases (ICC)
    - (1) There are two types of ICCs; cases received from other states and cases sent from Pennsylvania to other states.

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- (2) When an inmate is approved for transfer to another state from Pennsylvania, the records of the inmate will be forwarded to the Central Office Technical Records Section pending return of the inmate. The IRS/DOCNet will show the inmate as transferred to another state and inactive. However, the files must be kept in active status until the inmate is released or returns to Pennsylvania and the records will be returned/forwarded to the Pennsylvania facility where the inmate will be housed.
- (3) An inmate in another state is tracked and returned for parole, when applicable, by the ICC Coordinator in conjunction with the PBPP. The Central Office Technical Records Section is responsible for contacting the ICC Coordinator nine months prior to completion of the minimum sentence or scheduled review date to request a progress report. Upon release, the file will be deactivated and stored for purging.

**C. Release Checklist**

1. The **DOC Release Checklist** includes specific instructions for the review of an inmate's file prior to authorizing his/her release from a Department facility.<sup>3</sup>
2. Completion of the **DOC Release Checklist**
  - a. **Section 1** requires a mandatory review of the **DC-15, DC-16D/16E** and the initiation of a new NCIC/CLEAN check to determine the existence of:
    - (1) any concurrent county, out-of-state or federal sentences;
    - (2) any active detainers (see **Section 5** of this procedures manual);
    - (3) any offenses that qualify for DNA registration, in accordance with Department policy **11.6.2, "Act 57 DNA Data and Testing;"**
    - (4) any offenses that qualify for Megan's Law registration, in accordance with Department policy **11.6.1, "Sexually Violent Offender Registration (Megan's Law);"**
      - (a) if the inmate is a parolee, ensure that the Facility Parole Representative has registered the inmate for current and past offenses that qualify;
      - (b) if the inmate is being released at his/her SC, the Records Office must register the inmate for current and past offenses that qualify;
      - (c) if the inmate is already registered with PSP, the Records Office shall notify the counselor and follow all requirements in accordance with Department policy **11.6.1** and forward the Change of Address Form to the PSP prior to the inmate's release.

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- (5) any possible open charges and unreported dispositions, including unresolved charges for which the inmate was on ATA status or for which a video conference hearing was conducted.
  - (6) if not certified, verify that the inmate's sentence structure is correct and certify the sentence.
  - (7) prepare the Release Notification Letter to the DA for all SC cases; and
  - (8) a new complete criminal history must be run and reviewed for outstanding charges and unreported dispositions within seven days of release except as noted in **B.2.h**. A QWA must be run the last working day prior to discharge.
- b. **Section 2 (Release to Bail)** requires, in addition to the mandatory review as noted above, that the following requirements are met prior to the inmate's release:
- (1) certified Court Order allowing bail;
  - (2) certified Court Order setting bail;
  - (3) signed receipt that bail was paid;
  - (4) contact the county District Attorney to determine if bail is being appealed; and
  - (5) contact the Office of Chief Counsel if the inmate is to be released from incarceration.
- c. **Section 3 (Transfer to Community Corrections)** requires, in addition to the mandatory review as noted above, that an approved Transfer Petition is available.
- d. **Section 5 (Release to Parole)** requires, in addition to the mandatory review as noted above, that the parole or re-parole orders be reviewed by Records Office staff to ensure that all active indictments are listed correctly, the appropriate county is indicated, and the release date is correct. A faxed copy or a copy of the release order must be given to the Records Office in advance of the inmate's scheduled sign-out. The Records Office must be in possession of the original signed release order prior to the inmate's discharge.
- e. **Release to Parole** also relates to **Act 84 Information Requirements** upon transfer to county facilities, as well as release on state parole and SC. Please refer to **Section 7** of this procedures manual.
3. Upon completion of the **DOC Release Checklist**, the Records Specialist/Corrections Records Specialist and the Records Supervisor/Corrections Records Supervisor/designee are required to sign the form, indicating that all required steps have been completed. In the absence of the Records Supervisor, the Records Specialist designated by the supervisor shall sign the form. When the inmate has been cleared for

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release using the **DOC Release Checklist**, the **DC-158** shall be initiated and the release process implemented.

**D. Sentence Computation Errors**

Sentence computation errors shall be reported to the BOSS, Technical Records Supervisor, via a **Sentence Computation Error Information Sheet (Attachment 2-J)** as soon as the error is discovered. When an error has occurred, the Records Supervisor shall ensure that the error is corrected after receiving direction from the Records Administrator/Assistant Records Administrator, and issue the inmate a new **16E** with the recalculation.

**E. Erroneous Release or Held Past Sentence Complete (SC) Date**

1. An erroneous release occurs anytime an inmate is released prior to his/her authorized legal date of release which could be due to sentence calculation error, improper paperwork, lack of paperwork, error by our agency and/or error by another agency. If an inmate returns as a parole violator, and when checking the sentence structure, Records staff determines that there was an error that, when recalculated, results in the inmate being released prematurely, it is considered an erroneous release.
2. If an inmate is held past his/her SC date due to a sentence calculation error, improper paperwork, lack of paperwork, and error by the Department and/or error by another agency, these procedures also apply.
3. Records staff shall notify the Records Administrator/Assistant Records Administrator of every erroneous release and inmate held past his/her SC date immediately; **PRIOR** to completing the **DC-121, Extraordinary Occurrence Report**. If the Records Administrator is not available, staff is to notify one of the Assistant Records Administrators, and in their absence the Technical Records Supervisor will be notified.
4. If Records staff are not sure if the situation in question constitutes an erroneous release or held past the SC date, they shall contact the Records Administrator/Assistant Records Administrator prior to taking any action;
  - a. the Records Specialist, must notify the supervisor immediately, the supervisor will notify the Records Administrator/Assistant Records Administrator immediately for instructions on how to proceed;
  - b. the facility chain of command must be notified;
  - c. prepare an **Extraordinary Occurrence Report**. This report will be faxed to the Records Administrator in addition to the normal distribution as required in Department policy **6.3.1, Section 17**; and
  - d. a **16E** reflecting changes will not be distributed until approved by the Records Administrator/Assistant Records Administrator.

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**F. Input into the Inmate Records System (IRS)**

1. Every release of an inmate, with the exception of a prerelease transfer, must be entered into the IRS within two hours of the activity. The IRS/DOCNet is automatically updated for an inmate being transferred between Department facilities via the automated Transfer Petition and Transportation System.
2. Records Office Staff are responsible to enter the appropriate codes into the IRS for an inmate being released for parole, re-parole, and continue on parole, transfer to CCC, SC, ATA, Bail, or Vacated Conviction/Sentence. The **Frequently Used Abbreviations (Attachment 2-K)** includes samples of data to be entered for these various types of releases.

**G. Proclamation Counties**

1. The Department accepts an inmate for the service of designated counties' sentences at SCI Muncy and SRCF Mercer. These counties are: Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, and Westmoreland.
2. Records Office staff is responsible to maintain a suspense time file in order to ensure that the inmate is processed for county parole in accordance with the established minimum, and/or released when SC.

**Department Release Checklist**

Inmate Name:	Method of Release:
Inmate Number:	Date of Release:

**Section 1 – Mandatory Procedures**

Check Box	Review the DC-15 inmate Records Jacket as follows:
	The DC-16D looking for concurrent county, out of state, and federal sentences.
	The DC-16D detainer section for active detainees.
	The DC-16D for current offenses that qualify for DNA registration
	The DC-16D and completed criminal history (PA, RAP, and NCIC) for offenses that require Megan's Law registration. If the inmate is a parolee, you must ensure that the facility Parole Representative has registered the inmate for current and past offenses that qualify and completed the Change of Address form for registered sexual offender's. If the inmate is SC, the records office must register the inmate for past offenses that qualify.
	Review the entire legal section to include ATA orders for possible open charges, sentence structures and that it is correct, the PBPP recommitment forms (PBPP-39, PBPP-141, warrant to commit and detain with attachments for possible open charges, the release of the warrant to commit and detain).
	Review the complete criminal history for outstanding charges. A Wanted Inquiry must be run the last working day prior to discharge.

**Section 2 – Release to Bail**

	Complete all Mandatory Procedures in Section 1 above.
--	---

**Section 3 – Transfer to Community Corrections**

	Complete all Mandatory Procedures in Section 1 above.
	Ensure there is an approved Transfer Petition.

**Section 4 – Transfer to County Facility**

	Complete all Mandatory Procedures in Section 1 above.
--	---

This is to verify the above listed mandatory actions completed

Records Specialist Signature	Date	Records Supervisor Signature	Date
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**Section 5 – Release to Parole**

	Complete the following Mandatory Procedures found in Section 1 above within six working days of receiving the request for urinalysis from the Facility Parole Representative.
	The DC-16D looking for concurrent county, out of state, and federal sentences.
	The DC-16D detainer section for active detainees.
	The DC-16D for current offenses that qualify for DNA registration.
	Review the entire legal section to include ATA orders for possible open charges, sentence structures and that it is correct, and PBPP recommitment forms (PBPP-39, PBPP-141, warrant to commit and detain with attachments for possible open charges, the release of the warrant to commit and detain).
	Review the complete criminal history for outstanding charges to include running a QW

This is to verify the above listed mandatory actions were completed

Records Specialist Signature	Date	Records Supervisor Signature	Date
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	Review Parole/ReParole orders to ensure that all active indictments are listed, that they are correctly listed, the correct county is shown, and to double-check the release date.
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**Department Release Checklist  
(continued)**

**Sentence Complete (SC)**

Complete all Mandatory Procedures in Section 1 above.

This is to verify the above listed mandatory actions were completed

Records Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Records Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 6 – Act 84 information Requirements  
Transfer to County Facility**

Record of facility adjustment (include misconduct and escape history).

Completed On: \_\_\_\_\_

Written notice of current medical or psychological conditions requiring treatment (include suicide attempts).

Medical Notified On: \_\_\_\_\_

Received: \_\_\_\_\_

Written notice of current or previously ordered/administered medications.

Medical Notified On: \_\_\_\_\_

Received: \_\_\_\_\_

A forty-eight hour supply of medications

Medical Notified On: \_\_\_\_\_

Received: \_\_\_\_\_

**Release to Parole**

Record to the PBPP of any monies paid by the inmate and any balance remaining towards satisfaction of restitution or any other court ordered financial obligations.

Business Office Notified On: \_\_\_\_\_

Received: \_\_\_\_\_

Packet that contains the following (unless previously supplied with 13A):

Record of facility adjustment (including misconduct and escape history)

Official version of crime (if available)

Preliminary hearing transcript or docket transcript form (if available)

Police report summarizing facts of the crime

PSI (if available)

Guilty plea transcript or colloquy (if available)

Criminal complaint, affidavit, or probable cause accompanying the arrest warrant

Guideline Sentence Form issued by the PA Sentencing Commission

**Sentence Complete (SC)**

Record to County of any monies paid by the inmate and any balance remaining towards satisfaction of restitution or any other court ordered financial obligations.

Business Office Notified On: \_\_\_\_\_

Received: \_\_\_\_\_

Notes/Comments:

## VIOLENT/SEXUAL CRIMES CHART

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Attachment 2-B

CONFID-DEF-000058

## VIOLENT/SEXUAL CRIMES CHART

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42 Pa.C.S. § 9714(g) Act 143 Offenses Effective if sentenced on or after 2/19/99	44 Pa.C.S. § 2301 Act 185 of 2004 DNA Data and Testing	42 Pa.C.S. § 9795.1 Megan's Law Offenses Effective if offender has not completed sentence by 4/21/96	Board Designated Violent Offenses and Sexual Offenses	42 Pa.C.S. § 9718.1 Act 98 of 2000 Sexual Offender-Txt Reqt Applies to crime committed on or after 12/20/00
<b>Mandatory sentence offenses from crimes of violence under the Sentencing Code.</b>	<b>Offenses requiring DNA sample be submitted to State Police DNA database.</b>	<b>Offenses requiring registration and community notification for sexually violent predators.</b>	<b>Offenses Board has designated as Violent and Sexual. * requires 5 votes to parole.</b>	<b>Offenses prohibited from interviewing without participating in DOC programming.</b>
<ol style="list-style-type: none"> <li>1. <b>Murder of the Third Degree</b>, 18 Pa. C.S.A. § 2502(c)</li> <li>2. <b>Voluntary Manslaughter</b>, 18 Pa. C.S.A. § 2503</li> <li>3. <b>Aggravated Assault</b>, graded as a felony of the first degree, 18 Pa. C.S.A. § 2702(a)(1) &amp; (2)</li> <li>4. <b>Kidnapping</b>, 18 Pa. C.S.A. § 2901</li> <li>5. <b>Rape</b>, 18 Pa. C.S.A. § 3121</li> <li>6. <b>Involuntary Deviate Sexual Intercourse</b>, 18 Pa. C.S.A. § 3123</li> <li>7. <b>Arson Endangering Persons</b>, 18 Pa. C.S.A. § 3301(a)</li> <li>8. <b>Burglary of a structure adapted for overnight accommodation in which at the time of the offense any</b></li> </ol>	<p><b>A DNA sample must be taken from anyone incarcerated, on probation, or on parole for:</b></p> <p><b>Any felony offense or any misdemeanor offense or attempt under:</b></p> <ol style="list-style-type: none"> <li>1. <b>Luring a Child into a Motor Vehicle</b>, 18 Pa. C.S.A. § 2910</li> <li>2. <b>Indecent Assault</b>, 18 Pa.C.S.A. § 3126</li> </ol> <p><b>Any attempt, conspiracy, or solicitation to commit a felony offense under:</b></p> <ol style="list-style-type: none"> <li>1. <b>Sex Offenses</b>, 18 Pa. C.S.A. Ch. 31</li> <li>2. <b>Incest</b>, 18 Pa. C.S.A. § 4302</li> <li>3. <b>Prostitution and Related Offenses</b>, 18 Pa. C.S.A § 5902 (C)</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Kidnapping, where victim is a minor</b>, 18 Pa. C.S.A. § 2901</li> <li>2. <b>Indecent Assault, where the offense is a misdemeanor of the first degree</b>, 18 Pa. C.S.A. § 3126(a)(7)</li> <li>3. <b>Incest, where the victim is 12 years of age or older but under 18 years of age</b>, 18 Pa. C.S.A. § 4302 (ten year registration)</li> <li>4. <b>Incest, where the victim is under 12 years of age</b>, 18 Pa. C.S.A. § 4302 (lifetime registration)</li> <li>5. <b>Prostitution and related offenses, where the actor promotes the prostitution of a minor</b>, 18 Pa. C.S.A.</li> </ol>	<ol style="list-style-type: none"> <li>* 1. <b>Murder, Regardless of Degree</b> (18 Pa.C.S. § 2502)</li> <li>2. <b>Voluntary Manslaughter</b> (18 Pa.C.S. § 2503)</li> <li>3. <b>Aggravated Assault</b> (18 Pa.C.S. § 2702)</li> <li>* 4. <b>Rape</b> (18 Pa.C.S. § 3121)</li> <li>* 5. <b>Statutory Sexual Assault</b> (18 Pa. C.S. § 3122.1)</li> <li>* 6. <b>Involuntary Deviate Sexual Intercourse</b> (18 Pa.C.S. § 3123)</li> <li>* 7. <b>Sexual Assault</b> (18 Pa.C.S. § 3124.1)</li> <li>* 8. <b>Institutional Sexual Assault</b> (18 Pa.C.S. § 3124.2)</li> <li>* 9. <b>Aggravated Indecent Assault</b> (18 Pa.C.S. § 3125)</li> <li>* 10. <b>Conduct Relating to Sex Offenders</b> (18</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Involved a minor under 18 years of age and offense is:</b> <ul style="list-style-type: none"> <li>➤ <b>Rape</b> (18 Pa. C.S. § 3121)</li> <li>➤ <b>Statutory Sexual Assault</b> (18 Pa. C.S. § 3122.1)</li> <li>➤ <b>Involuntary Deviate Sexual Intercourse</b> (18 Pa.C.S.A. § 3123)</li> <li>➤ <b>Sexual Assault</b> (18 Pa. C.S. § 3124.1)</li> <li>➤ <b>Institutional Sexual Assault</b> (18 Pa.C.S. § 3124.2)</li> <li>➤ <b>Aggravated Indecent Assault</b> (18 Pa.C.S.A. § 3125)</li> <li>➤ <b>Indecent Assault</b> (18 Pa.C.S. § 3126)</li> <li>➤ <b>Indecent</b></li> </ul> </li> </ol>

# VIOLENT/SEXUAL CRIMES CHART

## PAGE 2 of 5 (rev'd 3/19/08)

42 Pa.C.S. § 9714(g) Act 143 of 2004 Effective if sentenced on or after 2/1/99	44 Pa.C.S. § 2301 Act 185 of 2004 DNA Data and Testing	42 Pa.C.S. § 9795.1 Megan's Law Offenses Effective if offender has not completed sentence by 4/21/96	Board Designated Violent Offenses and Sexual Offenses	42 Pa.C.S. § 9718.1 Act 98 of 2000 Sexual Offender Text Reqt Applies to crime committed on or after 12/20/00
<p>person is present, 18 Pa. C.S.A. § 3502</p> <p>9. Robbery, graded as a felony of the first degree, 18 Pa. C.S.A. § 3701(a)(1)(i), (ii) or (iii)</p> <p>10. Robbery of a Motor Vehicle, 18 Pa. C.S.A. § 3702</p> <p>11. Sexual Assault, 18 Pa. C.S.A. § 3124.1</p> <p>12. Aggravated Indecent Assault, 18 Pa. C.S.A. § 3125</p> <p>13. Incest, 18 Pa. C.S.A. § 4302</p> <p>14. Criminal Attempt, Conspiracy, or Solicitation to commit any of the offenses listed above.</p>	<p>(1) (III) and (IV)</p> <p>4. Obscene and Other Sexual Materials and Performances, 18 Pa. C.S.A. § 5903(A), where the Offense Constitutes a Felony</p> <p>5. Sexual Abuse of Children, 18 Pa. C.S.A. § 6312</p> <p>6. Unlawful Contact With Minor, 18 Pa. C.S.A. § 6318, where the Most Serious Underlying Offense for which the Defendant Contacted the Minor is graded as a Felony</p> <p>7. Sexual Exploitation of Children, 18 Pa. C.S.A. § 6320</p>	<p>§ 5902(b)</p> <p>6. Obscene and other sexual materials and performances, where the victim is a minor, 18 Pa. C.S.A. § 5903(a)(3), (4), (5) or (6)</p> <p>7. Sexual Abuse of Children, 18 Pa. C.S.A. § 6312</p> <p>8. Unlawful Contact or Communication with Minor, 18 Pa. C.S.A. § 6318</p> <p>9. Sexual Exploitation of Children, 18 Pa. C.S.A. § 6320<sup>A</sup></p> <p>10. Rape, 18 Pa. C.S.A. § 3121</p> <p>11. Involuntary Deviate Sexual Intercourse, 18 Pa. C.S.A. § 3123</p> <p>12. Sexual Assault, 18 Pa. C.S.A. § 3124.1</p> <p>13. Aggravated Indecent Assault, 18 Pa. C.S.A. § 3125</p> <p>14. Luring a Child into a Motor Vehicle, 18 Pa. C.S.A. § 2910</p> <p>15. Institutional Sexual</p>	<p>Pa.C.S.A. § 3130</p> <p>* 11. Incest (18 Pa.C.S. § 4302)</p> <p>12. Stalking When Graded as a Felony of the Third Degree [18 Pa. 2709(b), graded under § 2709(c)(2)(ii)]</p> <p>13. Arson (18 Pa.C.S. § 3301)</p> <p>*14. Kidnapping (18 Pa.C.S. § 2901)</p> <p>15. Burglary (18 Pa.C.S. § 3502)</p> <p>16. Robbery (18 Pa.C.S. § 3701)</p> <p>17. Robbery of a Motor Vehicle ("Carjacking") (18 Pa.C.S. § 3702)</p> <p>18. Theft by Extortion, Where a Threat of Violence is Made (18 Pa.C.S. § 3923)</p> <p>19. Aggravated Harassment by Prisoner (18 Pa.C.S. § 2703.1)</p> <p>20. Assault by Prisoner (18 Pa.C.S. § 2703)</p> <p>21. Assault by Life</p>	<p>Exposure (18 Pa.C.S. § 3127)</p> <p>➤ Sexual Intercourse with Animal (18 Pa. C.S.A. § 3129)</p> <p>➤ Conduct Relating to Sex Offenders (18 Pa.C.S. § 3130)</p> <p>1. Endangering Welfare of Children, (18 Pa.C.S. § 4304) if the offense involved sexual contact with the victim</p> <p>2. Corruption of Minors, (18 Pa.C.S. § 6301) if the offense involved sexual contact with the victim</p> <p>3. Open Lewdness, (18 Pa.C.S. § 5901) if the offense involved a minor under 18 years of age</p> <p>4. Prostitution, (18 Pa.C.S. § 5902) if the offense</p>

## VIOLENT/SEXUAL CRIMES CHART

PAGE 3 of 5 (rev'd 3/19/08)

42 Pa.C.S. § 9714(g) Act 143 Offenses Effective if sentenced on or after 2/19/99	44 Pa.C.S. § 2301 Act 185 of 2004 DNA Data and Testing	42 Pa.C.S. § 9795.1 Megan's Law Offenses Effective if offender has not completed sentence by 4/21/96	Board/Designated Violent Offenses and Sexual Offenses	42 Pa.C.S. § 9718.1 Act 98 of 2000 Sexual Offender Txt Reqt Applies to crime committed on or after 12/20/00
	Assault, 18 Pa. C.S.A. § 3124.2 16. Criminal Attempt to commit any of the above offenses		Prisoner (18 Pa.C.S. § 2704) *22. Murder of Unborn Child, Regardless of Degree (18 Pa.C.S. § 2604) 23. Voluntary Manslaughter of Unborn Child (18 Pa.C.S. § 2605) 24. Aggravated Assault of Unborn Child (18 Pa.C.S. § 2606) *25. Promoting Prostitution, Where the Actor Promotes the Prostitution of a Child Under the Age of 16 years [18 Pa.C.S. § 5902(b) and graded as a third degree felony under § 5902(c)(1)(iii)] *26. Obscene and Other Sexual Materials and Performances Involving a Victim who is a Minor, where the Conviction is Graded as a Felony (18 Pa.C.S. §	involved a minor under 18 years of age 5. Obscene and Other Sexual Materials and Performances, (18 Pa.C.S. § 5903) if the offense involved a minor under 18 years of age 6. Sexual Abuse of Children, (18 Pa.C.S. § 6312) 7. Unlawful Contact or Communication with a Minor (18 Pa.C.S. § 6318) 8. Sexual Exploitation of Children (18 Pa.C.S. § 6320) 9. Incest, (18 Pa.C.S. § 4302) if the offense involved a minor under 18 years of age 10. An attempt or solicitation to commit any of the offenses listed in this subsection.

## VIOLENT/SEXUAL CRIMES CHART

PAGE 4 of 5 (rev'd 3/19/08)

42 Pa.C.S. §9714(g) Act 143 Offenses Effective if sentenced on or after 2/19/99	44 Pa.C.S. §2301 Act 185 of 2004 DNA Data and Testing	42 Pa.C.S. §9795.1 Megan's Law Offenses Effective if offender has not completed sentence by 4/21/96	Board-Designated Violent Offenses and Sexual Offenses	42 Pa.C.S. §9718.1 Act 98 of 2000 Sexual Offender Trt. Req. Applies to crime committed on or after 12/20/00
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			<p>5903)</p> <p>* 27. <b>Indecent Assault, Where the Victim is Younger than 13 Years of Age</b> [18 Pa.C.S. § 3126(a)(7) and graded as a misdemeanor of the first degree under § 3126(b)]</p> <p>*28. <b>Sexual Abuse of Children</b> (18 Pa.C.S. § 6312)</p> <p>*29. <b>Unlawful Contact or Communication with Minor</b> (18 Pa.C.S. § 6318)</p> <p>*30. <b>Sexual Exploitation of Children</b> (18 Pa.C.S. § 6320)</p> <p>*31. <b>Luring a Child into a Motor Vehicle</b> (18 P.S. § 2910)</p> <p>*32. <b>Open Lewdness</b> (18 P.S. § 5901)</p> <p>33. <b>Sexual Intercourse with Animal</b> (18 P.S. § 3129)</p> <p>*34. <b>Corruption of Minors</b> (18 Pa.C.S. §6301) if the offense involved sexual contact with the</p>	
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# VIOLENT/SEXUAL CRIMES CHART

## PAGE 5 of 5 (rev'd 3/19/08)

42 Pa.C.S. §9714(g) Act 143 Offenses Effective if sentenced on or after 2/19/99	44 Pa.C.S. §2301 Act 185 of 2004 DNA Data and Testing	42 Pa.C.S. §9795.1 Megan's Law Offenses Effective if offender has not completed sentence by 4/2/96	Board Designated Violent Offenses and Sexual Offenses	42 Pa.C.S. §9718.1 Act 98 of 2000 Sexual Offender Txt Reqt Applies to crime committed on or after 12/20/00
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			<p>victim.</p> <p>35 Criminal Attempt, Criminal Solicitation or Criminal Conspiracy to commit any of the above-listed offenses (18 Pa.C.S. §§ 901, 902 and 903, respectively)</p> <p>36. Homicide by Vehicle (75 Pa. C.S.A. §3732)</p> <p>37. Homicide by Vehicle while driving under influence (75 Pa C.S.A. §3735)</p> <p>A crime equivalent to any of the above-listed offenses under the laws of the Commonwealth in effect at the time of the commission of the offense.</p>	
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**FOR INTERNAL RECORDS OFFICE USE ONLY**

### UNREPORTED DISPOSITIONS

**This Document is an original copy and should not be reproduced without the following criteria established in CHRIA. All reproduced copies of this document should be logged before dissemination. This CHRI is only that which is contained within the Department files. A summary of statewide CHRI may be obtained by the PSP, Records and Identification Division.**



DC-158 Revised 3/08 <b>RELEASE WORKSHEET</b>		COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF CORRECTIONS		
Facility Number	Name	County	Race	Date of Release
Method of Release	Eff. Date of Sentence	Time Served Y-M-D	Remarks	
<b>RELEASE STATIONS *Mandatory</b>			Date	Signature
1. Barber Shop				
2. Block Officer				
3. Business Office*				
4. Chaplain				
5. Commissary				
6. Control Desk				
7. Dental Office*				
8. Deputy Superintendent				
9. Education Office*				
10. Facility Manager				
11. Gate/Lobby Officer				
12. Library*				
13. Medical Office*				
14. Parole Office*				
15. Records Office*				
16. Property Room*				
17. Tailor shop				
18. Employment Office				
19. Counselor				
20. TV and/or Radio				
21. Security Storeroom				
22. Inmate Telephone System Administrator				
Inmate is leaving by:                      Train                      Automobile                      Plane                      Other (specify)				
Inmate is leaving with:		Reason:		
Time leaving:	Name(s) of Escorting Officer(s)	Placed On:	Location:	Time:

DNA \_\_\_\_\_ Megan's Law \_\_\_\_\_ Problematic \_\_\_\_\_

Release Notification Letter (Sample)

(Date)

(District Attorney of the Committing County)

Street Address

City, State, Zip

RE: Release of (Inmate)

Dear \_\_\_\_\_:

This letter is intended to inform you that on (date), inmate (name and inmate number) will have served his maximum sentence on his convictions for (charges) and, thus, will be released from the State Correctional Institution at (name of institution). The Department of Corrections believes he may return to your area upon release.

*Because the charges of which Mr./Ms. (name) has been convicted fall under the DNA Act, his/her DNA sample was taken before his/her release.*  
(optional paragraph)

If you have any questions or would like any additional information, you may contact me at the above address.

Sincerely,

Facility Manager  
SCI- \_\_\_\_\_

SP 4-218 (3-2007)



**PENNSYLVANIA STATE POLICE**  
**SEXUAL OFFENDER REGISTRATION NOTIFICATION**  
**MEGAN'S LAW**



1.	<input type="checkbox"/>	As set forth in Title 42, Judicial Code, Chapter 97, Subchapter H, you are required to register with the Pennsylvania State Police because you have been convicted of a sexually violent offense or were required to register in another jurisdiction. You will be required to register for a minimum of ten (10) years and may be required to register for a period up to your lifetime. You will be notified by the Pennsylvania State Police when you have completed your required registration period.
2.	<input type="checkbox"/>	You are hereby advised of the following requirements, as set forth in Title 42, Judicial Code, Chapter 97, Subchapter H:
a.	<input type="checkbox"/>	You shall immediately register with the Pennsylvania State Police and submit a photograph and fingerprints. Your signature is mandatory upon your verification of the information contained on the appended registration form. Failure to provide your signature, photograph, or fingerprints will result in you not being registered and subject to immediate arrest.
b.	<input type="checkbox"/>	You must appear in person, within 48 hours, at any approved registration site to notify the Pennsylvania State Police of any change in your residence, place of employment/vocation, or school. You may only report changes to your residence, employment/vocation, or school on the Sexual Offender Address Work Sheet, Form SP 4-219.
c.	<input type="checkbox"/>	Periodically, to remind you of your verification requirements, the Sexual Offender Address Work Sheet will be sent to your registered mailing address. This form will not be forwarded to any other address. Failure to receive the Sexual Offender Address Work Sheet does not relieve you of your verification requirements.
d.	<input type="checkbox"/>	If you have been designated a Sexually Violent Predator, you are required to appear quarterly between January 5 and January 15, April 5 and April 15, July 5 and July 15, and October 5 and October 15, of each calendar year at an approved registration site to complete the Sexual Offender Address Work Sheet, and to be photographed. Otherwise, you are required to appear within ten (10) days before each annual anniversary date of your initial registration at a Pennsylvania State Police Station or other approved registration site to complete a Sexual Offender Address Work Sheet, and to be photographed.
e.	<input type="checkbox"/>	You shall register with the appropriate law enforcement agency of another state within 48 hours of moving, obtaining employment, or enrolling in any school outside of the Commonwealth of Pennsylvania. You shall also notify the Pennsylvania State Police within the same time period by completing a Sexual Offender Address Work Sheet in the manner prescribed in paragraph 2. b.
3.	<input type="checkbox"/>	You will be committing a felony criminal offense should you fail to fulfill any of the above requirements or other applicable provisions of Title 42, Judicial Code, Chapter 97, Subchapter H, and will be subject to prosecution.
4.	<input type="checkbox"/>	In accordance with Title 42, Judicial Code, Chapter 97, Subchapter H, your name, address, and other identifying factors will be disseminated to law enforcement agencies. Additionally, certain information about you will be made available to the public on the Megan's Law Website. If you have been designated as a Sexually Violent Predator or an out-of-state offender subject to community notification, this information will also be disseminated to victim(s), neighbors, schools, day care centers, colleges, county children and youth agencies, and to the general public upon request.
5.	<input type="checkbox"/>	Any questions regarding your registration requirements should be directed to the Pennsylvania State Police, Megan's Law Section by calling toll free 1-866-771-3170 or by writing the Pennsylvania State Police, Megan's Law Section, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758.

**I acknowledge the above requirements as set forth by applicable provisions of Title 42, Judicial Code, Chapter 97, Subchapter H. I understand I will be committing a felony criminal offense should I fail to fulfill any requirement.**

6. SIGNATURE - OFFENDER

7. DATE

**I certify that I have read to the offender the requirements set forth above.**

8. SIGNATURE - REGISTERING OFFICIAL

9. TITLE

10. DATE

11. PRINTED NAME -  
REGISTERING OFFICIAL12. DEPARTMENT/AGENCY/FACILITY  
(INCLUDE PSP STATION NAME)13. TELEPHONE NUMBER  
(EXTENSION IF NECESSARY)

- - Ext.

**Forward this form, with a current photograph and fingerprint card, to:**

**Pennsylvania State Police**  
**Bureau of Records and Identification**  
**Megan's Law Section**  
**1800 Elmerton Avenue**  
**Harrisburg, PA 17110-9758**

CONFID-DEF-000067

SP 4-218A (3-2007)				SEXUALLY VIOLENT PREDATOR <input type="checkbox"/>					
PENNSYLVANIA STATE POLICE <b>SEXUAL OFFENDER REGISTRATION</b> MEGAN'S LAW				PENNSYLVANIA SEXUAL OFFENDER <input type="checkbox"/> OUT-OF-STATE SEXUAL OFFENDER <input type="checkbox"/>					
<b>ARREST INFORMATION</b>									
1. PA SID		2. FBI NUMBER			3. INMATE NUMBER				
4. OTN		5. DATE OF RELEASE		6. MAXIMUM DATE OF SENTENCE		7. WAS THE VICTIM A MINOR? <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. OFFENSE(S)									
9. ARE YOU UNDER SUPERVISION? <input type="checkbox"/> YES <input type="checkbox"/> NO		10. SUPERVISING AGENCY			11. END DATE OF SUPERVISION		12. PAROLE #		
13. STATE/COUNTRY OF CONVICTION		14. ARRESTING AGENCY				15. COUNTY OF CONVICTION			
<b>OFFENDER INFORMATION</b>									
16. LAST NAME			17. FIRST NAME		18. MIDDLE NAME		19. SUFFIX		
20. DATE OF BIRTH		21. PLACE OF BIRTH				22. SOCIAL SECURITY NUMBER			
23. GENDER  <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN		24. RACE  <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK		ETHNICITY <input type="checkbox"/> HISPANIC  <input type="checkbox"/> NON-HISPANIC  <input type="checkbox"/> UNKNOWN		25. HEIGHT		27. EYE COLOR	
		<input type="checkbox"/> ASIAN/PACIFIC ISLANDER <input type="checkbox"/> INDIAN/ALASKAN NATIVE <input type="checkbox"/> UNKNOWN				26. WEIGHT		28. HAIR COLOR	
						29. DOES OFFENDER WEAR GLASSES? <input type="checkbox"/> YES <input type="checkbox"/> NO			
30. SCARS/MARKS/TATTOOS									
31. ALIASES/NICKNAMES									
32. AMPUTATIONS									
<b>ADDRESS INFORMATION</b>									
RESIDENCE(S) ADDRESS(ES) – PHYSICAL LOCATION OF OFFENDER IF ADDITIONAL SPACE IS REQUIRED FOR MORE THAN 2 PHYSICAL RESIDENCE ADDRESSES, USE BLOCK 102.									
<b>Residence 1</b>									
33. STREET ADDRESS 1									
34. STREET ADDRESS 2 – INCLUDE APARTMENT/ROOM #					35. MUNICIPALITY (CITY/TOWNSHIP/BORO)				
36. CITY				37. STATE		38. ZIP CODE		39. COUNTY	
40. POLICE AGENCY HAVING JURISDICTION							41. POLICE ORI NUMBER		
42. TELEPHONE NUMBERS		RESIDENCE - - - - -				CELLULAR - - - - -			
<b>Residence 2</b>									
43. STREET ADDRESS 1									
44. STREET ADDRESS 2 – INCLUDE APARTMENT/ROOM #					45. MUNICIPALITY (CITY/TOWNSHIP/BORO)				
46. CITY				47. STATE		48. ZIP CODE		49. COUNTY	
50. TELEPHONE NUMBER		51. POLICE AGENCY HAVING JURISDICTION						52. POLICE ORI NUMBER	
53. IS THE MAILING ADDRESS THE SAME AS THE PHYSICAL ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, COMPLETE THE MAILING ADDRESS INFORMATION BELOW)									
54. MAILING ADDRESS - STREET ADDRESS 1									
MAILING ADDRESS - STREET ADDRESS 2								56. TELEPHONE NUMBER	
57. CITY				58. STATE		59. ZIP CODE		60. COUNTY	

CONFID-DEF-000068

**SCHOOL INFORMATION****IF ADDITIONAL SPACE IS REQUIRED TO LIST ADDITIONAL SCHOOLS, USE BLOCK 102.**

61. NAME OF SCHOOL				62. TELEPHONE NUMBER	
63. STREET ADDRESS 1					
64. STREET ADDRESS 2 - INCLUDE APARTMENT/ROOM #			65. MUNICIPALITY (CITY/TOWNSHIP/BORO)		
66. CITY	67. STATE	68. ZIP CODE	69. COUNTY		
70. POLICE AGENCY HAVING JURISDICTION			71. POLICE ORI #	72. DATE OF ENROLLMENT	

**EMPLOYMENT INFORMATION****EMPLOYER 1 INFORMATION****IF ADDITIONAL SPACE IS REQUIRED TO LIST ADDITIONAL EMPLOYERS, USE BLOCK 102.**

73. NAME OF EMPLOYER				74. TELEPHONE NUMBER	
75. OCCUPATION/JOB TITLE			76. SUPERVISOR'S NAME		
77. STREET ADDRESS 1					
78. STREET ADDRESS 2			79. MUNICIPALITY (CITY/TOWNSHIP/BORO)		
80. CITY	81. STATE	82. ZIP CODE	83. COUNTY		
84. POLICE AGENCY HAVING JURISDICTION				85. POLICE ORI #	

**VEHICLE INFORMATION****IF ADDITIONAL SPACE IS REQUIRED FOR MORE THAN 2 VEHICLES REGISTERED OR OWNED, USE BLOCK 102.**

VEHICLE 1	86. STATE	87. PLATE #	88. YEAR	89. MAKE	90. MODEL	91. COLOR
VEHICLE 2	92. STATE	93. PLATE #	94. YEAR	95. MAKE	96. MODEL	97. COLOR

**TREATMENT INFORMATION - (SEXUALLY VIOLENT PREDATORS ONLY)**

98. TREATMENT PROVIDER	99. TREATMENT LOCATION
------------------------	------------------------

**SWORN STATEMENT OF OFFENDER**

I verify the facts set forth in this form are true and correct to the best of my knowledge, information, and belief. This verification is made subject to the penalties of Sections 4904 and 4915 of Title 18, Crimes Code, relating to Unsworn falsification to authorities, and Failure to comply with registration of sexual offenders requirements, and any of the applicable provisions contained in Title 18, Crimes Code, Chapter 49, Subchapter A, and Title 42, Judicial Code, Chapter 97, Subchapter H.

100. SIGNATURE - OFFENDER	101. DATE
---------------------------	-----------

102. ADDITIONAL INFORMATION - PLEASE INDICATE THE SECTION NAME (ADDRESS, SCHOOL, EMPLOYMENT, VEHICLE) FOR ANY INFORMATION BELOW.

SP 4-219 (3-2007)



**PENNSYLVANIA STATE POLICE**  
**SEXUAL OFFENDER ADDRESS WORK SHEET**  
**MEGAN'S LAW**

**NOTE: THIS FORM IS TO BE COMPLETED BY  
 THE REGISTERING OFFICIAL ONLY AND  
 ALL BLOCKS ARE TO BE COMPLETED, EVEN IF THERE IS NO CHANGE.**

1. PA SID	2. LAST NAME	3. FIRST NAME	4. MIDDLE NAME	5. SUFFIX
6. GENDER  <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN	7. RACE  <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN/PACIFIC ISLANDER <input type="checkbox"/> INDIAN/ALASKAN NATIVE <input type="checkbox"/> UNKNOWN	ETHNICITY  <input type="checkbox"/> HISPANIC <input type="checkbox"/> NON-HISPANIC <input type="checkbox"/> UNKNOWN	8. DATE OF BIRTH - - - - 9. SOCIAL SECURITY NUMBER - - - -	10. WEIGHT  11. HAIR COLOR  12. DOES OFFENDER WEAR GLASSES? <input type="checkbox"/> YES <input type="checkbox"/> NO
13. ALIASES/NICKNAMES (NEW ONLY):				
14. AMPUTATIONS (NEW ONLY):				
15. SCARS/MARKS/TATTOOS (NEW ONLY):				

**ADDRESS INFORMATION**

**RESIDENCE(S) ADDRESS(ES) – PHYSICAL LOCATION OF OFFENDER**

**IF ADDITIONAL SPACE IS REQUIRED FOR MORE THAN 2 PHYSICAL RESIDENCE ADDRESSES, USE BLOCK 105.**

**Residence 1**

16. STREET ADDRESS 1			
17. STREET ADDRESS 2 – INCLUDE APARTMENT/ROOM #		18. MUNICIPALITY (CITY/TOWNSHIP/BORO)	
19. CITY	20. STATE	21. ZIP CODE	22. COUNTY
23. POLICE AGENCY HAVING JURISDICTION			24. POLICE ORI NUMBER
25. TELEPHONE NUMBERS	RESIDENCE	CELLULAR	

**Residence 2**

26. STREET ADDRESS 1			
27. STREET ADDRESS 2 – INCLUDE APARTMENT/ROOM #		28. MUNICIPALITY (CITY/TOWNSHIP/BORO)	
29. CITY	30. STATE	31. ZIP CODE	32. COUNTY
33. TELEPHONE NUMBER	34. POLICE AGENCY HAVING JURISDICTION		35. POLICE ORI NUMBER

36. IS THE MAILING ADDRESS THE SAME AS THE PHYSICAL ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, COMPLETE THE MAILING ADDRESS INFORMATION BELOW)	
--	--

37. MAILING ADDRESS - STREET ADDRESS 1			
38. MAILING ADDRESS - STREET ADDRESS 2			39. TELEPHONE NUMBER
40. CITY	41. STATE	42. ZIP CODE	43. COUNTY

**SCHOOL INFORMATION**

**IF ADDITIONAL SPACE IS REQUIRED TO LIST ADDITIONAL SCHOOLS, USE BLOCK 105.**

44. NAME OF SCHOOL			
45. STREET ADDRESS 1			
46. STREET ADDRESS 2 – INCLUDE APARTMENT/ROOM #		47. MUNICIPALITY (CITY/TOWNSHIP/BORO)	
48. CITY	49. STATE	50. ZIP CODE	51. COUNTY
52. TELEPHONE NUMBER	53. DATE OF ENROLLMENT		54. DATE OF TERMINATION
55. POLICE AGENCY HAVING JURISDICTION			56. POLICE ORI #

CONFID-DEF-000070

**EMPLOYMENT INFORMATION****EMPLOYER 1 INFORMATION****IF ADDITIONAL SPACE IS REQUIRED FOR MORE THAN 2 EMPLOYERS, USE BLOCK 105.**

NAME OF EMPLOYER			58. TELEPHONE NUMBER		
59. OCCUPATION/JOB TITLE			60. SUPERVISOR'S NAME		
61. STREET ADDRESS 1					
62. STREET ADDRESS 2			63. MUNICIPALITY (CITY/TOWNSHIP/BORO)		
64. CITY	65. STATE	66. ZIP CODE	67. COUNTY		
68. POLICE AGENCY HAVING JURISDICTION				69. POLICE ORI #	

**EMPLOYER 2 INFORMATION**

70. NAME OF EMPLOYER			71. TELEPHONE NUMBER		
72. OCCUPATION/JOB TITLE			73. SUPERVISOR'S NAME		
74. STREET ADDRESS 1					
75. STREET ADDRESS 2			76. MUNICIPALITY (CITY/TOWNSHIP/BORO)		
77. CITY	78. STATE	79. ZIP CODE	80. COUNTY		
81. POLICE AGENCY HAVING JURISDICTION				82. POLICE ORI #	

**VEHICLE INFORMATION****IF ADDITIONAL SPACE IS REQUIRED FOR MORE THAN 2 VEHICLES REGISTERED OR OWNED, USE BLOCK 105.**

VEHICLE 1	83. STATE	84. PLATE #	85. YEAR	86. MAKE	87. MODEL	88. COLOR
VEHICLE 2	89. STATE	90. PLATE #	91. YEAR	92. MAKE	93. MODEL	94. COLOR

**TREATMENT INFORMATION - (SEXUALLY VIOLENT PREDATORS ONLY)**

95. TREATMENT PROVIDER	96. TREATMENT LOCATION
------------------------	------------------------

**SWORN STATEMENT OF OFFENDER**

I verify the facts set forth in this form are true and correct to the best of my knowledge, information, and belief. This verification is made subject to the penalties of Sections 4904 and 4915 of Title 18, Crimes Code, relating to Unsworn falsification to authorities, and Failure to comply with registration of sexual offenders requirements, and any of the applicable provisions contained in Title 18, Crimes Code, Chapter 49, Subchapter A, and Title 42, Judicial Code, Chapter 97, Subchapter H.

97. SIGNATURE - OFFENDER		98. DATE	
99. SIGNATURE - REGISTERING OFFICIAL		100. TITLE	101. DATE
102. PRINTED NAME - REGISTERING OFFICIAL	103. DEPARTMENT/AGENCY/FACILITY (INCLUDE PSP STATION NAME)	104. TELEPHONE NUMBER (EXTENSION IF NECESSARY)	
		Ext.	

105. ADDITIONAL INFORMATION - PLEASE INDICATE THE SECTION NAME (ADDRESS, SCHOOL, EMPLOYMENT, VEHICLE) FOR ANY INFORMATION BELOW.

SN Megan1

Page 1 of 1

ATTENTION RECORDS SUPERVISOR

THIS IS TO ADVISE YOU THAT THE MEGAN'S LAW SECTION OF THE PENNSYLVANIA STATE POLICE IS IN POSSESSION OF THE REGISTRATION PAPERWORK FOR THE FOLLOWING SUBJECT INMATE:

INMATE NAME:

SID NUMBER:

INMATE NUMBER:

DATE: (     /     /     )

IN THE EVENT THAT YOU HAVE ANY FURTHER QUESTIONS CONCERNING THIS MATTER, PLEASE CONTACT THIS OFFICE AT (717) 783-4363.

PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE BY ACCESSING THE FIXED SCREEN RESPONSE (TEXT PSP / INMATE).

AUTH: DIRECTOR RECORDS AND IDENTIFICATION DIVISION / OPR:

XMIT HERE

---

SN Megan1

Page 1 of 1

THIS MESSAGE IS TO ACKNOWLEDGE THE RECEIPT OF THE CLEAN MESSAGE PERTAINING TO THE FOLLOWING SUBJECT INMATE:

INMATE NAME:

SID NUMBER:

DATE RECEIVED: (     /     /     ).

INMATE NUMBER:

\*\*\*\*\* PLEASE INCLUDE THE SID NUMBER IN THIS ACKNOWLEDGEMENT MESSAGE. \*\*\*\*\*

AUTH:

/ OPR:

XMIT HERE



FORM DC-309 <p style="text-align: center;"><b>Application For County Parole</b></p> <p style="text-align: center;"><b>From State Or County Correctional Facility</b></p>				<p style="text-align: center;"><b>COMMONWEALTH OF PENNSYLVANIA</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTIONS</b></p> <p style="text-align: center;">Box 598, Camp Hill, PA 17001</p> <p style="text-align: center;">Note: Additional Supplies of this Form are Available at the Above Address</p>					
<b>COMMONWEALTH OF PENNSYLVANIA VS</b>				COUNTY OF _____ Pennsylvania					
				<input type="checkbox"/> COURT OF COMMON PLEAS		<input type="checkbox"/> PHILADELPHIA MUNICIPAL COURT			
				Indictment NO. _____		TERM-SESSION _____		19 ____	
				SENTENCING JUDGE _____					
_____ <b>(Defendant)</b>									
PRISON NO.	SEX	DATE OF BIRTH	AGE	PBPP NO.	PRESENTLY CONFINED AT				

**SENTENCE DATA**

OFFENSE		SENTENCE	
DATE OF SENTENCE	EFFECTIVE DATE OF SENTENCE	MINIMUM EXPIRTION DATE	MAXIMUM EXPIRATION DATE
DETAINERS (If any see attached) <input type="checkbox"/>	FINES	COSTS	RESTITUTION

PERSONAL HISTORY (See attached Summary) ☐**RELEASE PLAN**

HOME (Address)	WITH	RELATIONSHIP
EMPLOYMENT WITH	TYPE OF JOB	SALARY
ASSETS Money on deposit at Prison: _____ Other: _____		
I hereby apply for parole and certify that I have read the above statements And they are true and correct to the best of my knowledge.		
		Signature of Inmate _____

FOR COUNTY PROBATION &amp; PAROLE DEPARTMENT

FOR CORRECTIONAL FACILITY

RECOMMENDATION	SIGNATURE
	TITLE
	DATE

**ORDER**

Upon consideration of the above application for parole, the petition of \_\_\_\_\_  
 for release from imprisonment ☐ under supervision of the Probation and Parole Department of the Criminal  
 courts of \_\_\_\_\_ County, or ☐ under supervision of the Pennsylvania Board of Probation  
 and Parole for the remainder of the maximum sentence is ☐ **DENIED** ☐ **GRANTED**.

It is further ordered that the official in charge of \_\_\_\_\_ shall release said  
 inmate on \_\_\_\_\_ and direct the inmate to report immediately to the above designated  
 supervision division.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(JUDGE)

DISTRIBUTION: WHITE-FILE CANARY-PAROLE-PROBATION PINK-CLERK OF COURTS GOLDENROD-INMATE

FORM <b>DC-309</b> <b>Application For County Parole</b> <b>From State Or County Correctional Facility</b>		<b>COMMONWEALTH OF PENNSYLVANIA</b> <b>DEPARTMENT OF CORRECTIONS</b> <b>Box 598, Camp Hill, PA 17001</b> <b>Note: Additional Supplies of this Form are Available at the Above Address</b>	
<b>COMMONWEALTH OF PENNSYLVANIA VS</b>		COUNTY OF _____ <b>Pennsylvania</b>	
_____ <b>(Defendant)</b>		<input type="checkbox"/> COURT OF COMMON PLEAS	
		<input type="checkbox"/> PHILADELPHIA MUNICIPAL COURT	
		Indictment NO. _____	TERM-SESSION _____
_____		SENTENCING JUDGE _____	
PRISON NO. _____	SEX _____	DATE OF BIRTH _____	AGE _____
PBPP NO. _____		PRESENTLY CONFINED AT _____	

**SENTENCE DATA**

OFFENSE		SENTENCE	
DATE OF SENTENCE	EFFECTIVE DATE OF SENTENCE	MINIMUM EXPIRATION DATE	MAXIMUM EXPIRATION DATE
DETAINERS (If any see attached) <input type="checkbox"/>	FINES	COSTS	RESTITUTION

PERSONAL HISTORY (See attached Summary) ☐**RELEASE PLAN**

HOME (Address)	WITH	RELATIONSHIP
EMPLOYMENT WITH	TYPE OF JOB	SALARY
ASSETS Money on deposit at Prison: _____ Other: _____		
I hereby apply for parole and certify that I have read the above statements And they are true and correct to the best of my knowledge.		
Signature of Inmate _____		

FOR COUNTY PROBATION &amp; PAROLE DEPARTMENT

FOR CORRECTIONAL FACILITY

RECOMMENDATION	SIGNATURE
	TITLE
	DATE

**ORDER**

Upon consideration of the above application for parole, the petition of _____ for release from imprisonment <input type="checkbox"/> under supervision of the Probation and Parole Department of the Criminal courts of _____ County, or <input type="checkbox"/> under supervision of the Pennsylvania Board of Probation and Parole for the remainder of the maximum sentence is <input type="checkbox"/> <b>DENIED</b> <input type="checkbox"/> <b>GRANTED</b> . It is further ordered that the official in charge of _____ shall release said inmate on _____ and direct the inmate to report immediately to the above designated supervision division.	
_____ (DATE)	_____ (JUDGE)

DISTRIBUTION: WHITE-FILE CANARY-PAROLE-PROBATION PINK-CLERK OF COURTS GOLDENROD-INMATE

## Sentence Computation Error Information Sheet

Institution	
Inmate Number	
Inmate Name	
Sentence Calculation Error (Y/N)?	
What was the error? Include days calculated too long or too short.	
Month/Year Error was Detected	
Month/Year of Event	
Month/Year of Original Error	
Where (Institution) was the error made?	
If possible, name of person who made the error:	
How was the error discovered?	
Explanation of error	
Name of person completing this form and date completed	
Date	

### Frequently Used Abbreviations

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AA	Add Administrative (Move Code)
A/Aslt.	Aggravated Assault
AB	Add Bail (Move Code)
AC	Administrative Custody Add Court Commitment (Move Code)
ACT	Add County Transfer (Move Code)
ADET	Add Detentioner (Move Code)
AE	Add Escape (Move Code)
AFED	Add Federal Commitment (Move Code)
AG	Attorney General
AIT	Add In Transit-Temporary (Move Code)
AKA	Also Known As
AOTH	Add Other-Use Sparingly (Move Code)
APV	Add Parole Violator (Move Code)
ARD	Accelerated Rehabilitative Disposition
ASH	Add State Hospital (Move Code)
ATA	Authorized Temporary Absence
ATT	Add Temporary Transfer (Move Code)
AW	Add Writ/ATA>1 Year (Move Code)
CA	Criminal Attempt
CAR	Cumulative Adjustment Record
CC	Corrections Counselor/Criminal Conspiracy/Commitment Credit/Concurrent
CCC	Community Corrections Center
CCPM	Corrections Classification and Program Manager
CDCC	Central Diagnostic and Classification Center
CHRIA	Criminal History Record Information Act
CL	Custody Level
CLEAN	Commonwealth Law Enforcement Agency Network
COM	Corruption of Minors
CORC	Central Office Review Committee
CP	(Court of) Common Pleas
CPV	Convicted Parole Violator
CS	Consecutive
D	Discharge/Delete (Move Code)
DA	Discharge Administrative (Move Code)
DBOA	Detained by Other Authority
DC	Disciplinary Custody
DCC	Diagnostic and Classification Center
DIT	Delete in Transit-Use with AIT only (Move Code)
DJ	District Justice
DM	District Magistrate
DOB	Date of Birth
DOC	Department of Corrections
DTT	Delete Temporary transfer-Use with ATT Only (Move Code)
DUI	Driving Under the Influence
DUS	Driving Under the Suspension
DWI	Driving While Influenced
ETA	Estimated Time of Arrival
EWOC	Endangering the Welfare of Children
FA w/o LIC	Firearm without a License

**Frequently Used Abbreviations**

FCI	Federal Correctional Institution
FOC	Facts of Crime
FTA	Failure to Appear
FTC	Forensic Treatment Center
FTR	Failure to Report
FYI	For Your Information
GBMI	Guilty But Mentally Ill
GED	General Equivalency Diploma
GP	General Population
IAD	Interstate Agreement on Detainers
IC	In Custody
ICC	Interstate Compact Commission
ICE	Immigrations Customs Enforcement
ICS	Incident Command System
ICSA	Integrated Case Summary
ICU	Intermediate Care Unit
IDS	Involuntary Deviate Sexual Intercourse
IRC	Initial reception Committee
IRS	Inmate Records System
ITP	Individual Treatment Plan
JNET	Justice Network
K/I PWID	Knowledge/Intent to Possess with Intent to Deliver
LAN	Local Area Network
LOP	Lack of Prosecution/Loss of Privileges
MAX	Maximum (Sentence Date)
MC	Municipal Court
MH/MR	Mental Health/Mental Retardation
MHU	Mental Health Unit
MIN	Minimum (Sentence Date)
MIS	Management Information System
N/A	Not Available or Not Applicable
NCIC	National Crime Information Center
NLETS	National Law Enforcement Telecommunications
NRA	No Recommit Action
NV	Not Verified
OOR	Operation Outward Reach
OPR	Office of Professional Responsibility
OTN	Offense Tracking Number
OVS	Office of Victim Services
OVA	Office of Victim Advocate
PACT	Pennsylvania Addictive Classification Tool
PBPP	Pennsylvania Board of Probation and Parole
PC	Protective Custody/Personal Computer
PD	Police Department
PFA	Protection From Abuse
PHC	Pre-Hearing Confinement
PIC	Possession of Instrument of Crime
PIC-Gen	Possession of Instrument of Crime – Generally
POA	Psychiatric Observation Area

**Frequently Used Abbreviations**

POC	Psychiatric Observation Cell
POW	Possession of Weapon
PP#	Philadelphia Photo Number
PPP	Prescriptive Program Plan
PRC	Program Review Committee/Publication Review Committee
PSI	Pre-Sentence Investigation
PSP	Pennsylvania State Police
PV	Parole Violator
PVP	Parole Violator Pending
PWID	Possession with Intent to Deliver
QBC	Quehanna Motivational Boot Camp
RA	Resisting Arrest
RAP(Sheet)	Record of Arrests and Prosecutions
REAP	Recklessly Endangering Another Person
RHU	Restricting Housing Unit
ROR	Release on Own Recognizance
RSP	Receiving Stolen Property
RTT	Return Temporary Transfer
S/Aslt.	Simple Assault
SC	Status Change
SCI	State Correctional Institution
SMU	Special Management Unit
SNU	Special Needs Unit
SRCF	State Regional Correctional Facility
SSN	Social Security Number
STT	Send Temporary Transfer
TBUT	Theft by Unlawful Taking
TCV	Technical and Convicted (Parole) Violator
TFM	Transfer From Medical
TN	True Name
TPV	Technical Parole Violator
TRN	Transfer to Other Institution or CCC (Move Code)
TT	Temporary Transfer/Terroristic Threats
TTM	Transfer to Medical
USM	United States Marshall
UUA	Unauthorized Use of Auto
VCSA	Violation of Controlled Substance Act
VCSD&CA	Violation of Controlled Substance, Drug, Device, and Cosmetic Act
VODA	Violation of Drug Act
VOP	Violation of parole/Violation of Probation
VUFA	Violation of Uniform Firearms Act

**Frequently Used Abbreviations****COUNTY CODES**

ADA	Adams	LAN	Lancaster
ALL	Allegheny	LAC	Lackawanna
ARM	Armstrong	LAW	Lawrence
BEA	Beaver	LEB	Lebanon
BED	Bedford	LEH	Lehigh
BLA	Blair	LUZ	Luzerne
BRA	Bradford	LYC	Lycoming
BUC	Bucks	MCK	McKean
BUT	Butler	MER	Mercer
CAB	Cambria	MIF	Mifflin
CAE	Cameron	MOR	Monroe
CAR	Carbon	MOG	Montgomery
CEN	Centre	MOU	Montour
CHE	Chester	NAM	Northampton
CLA	Clarion	NUM	Northumberland
CLE	Clearfield	PER	Perry
CLI	Clinton	PHI	Philadelphia
COL	Columbia	PIK	Pike
CRA	Crawford	POT	Potter
CUM	Cumberland	SCH	Schuylkill
DAU	Dauphin	SNY	Snyder
DEL	Delaware	SOM	Somerset
ELK	Elk	SUL	Sullivan
ERI	Erie	SUS	Susquehanna
FAY	Fayette	TIO	Tioga
FOR	Forrest	UNI	Union
FRA	Franklin	VEN	Venango
FUL	Fulton	WAT	Warren
GRE	Greene	WAS	Washington
HUN	Huntingdon	WES	Westmoreland
IND	Indiana	WYO	Wyoming
JEF	Jefferson	YOR	York
JUN	Juniata	OUT	Out of State

**Frequently Used Abbreviations**

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**State Correctional Facilities**

ALB	Albion	GRN	Greene
<b>BEN</b>	<b>Benner Township</b>	HOU	Houtzdale
CAM	Camp Hill	HUN	Huntingdon
CBS	Cambridge Springs	LAU	Laurel Highlands
CHS	Chester	MAH	Mahanoy
COA	Coal Township	MER	Mercer
CRE	Cresson	MUN	Muncy
DAL	Dallas	PIT	Pittsburgh
FYT	Fayette	PNG	Pine Grove
FRS	Forest	QUE	Quehanna
FRA	Frackville	RET	Retreat
GRA	Graterford	ROC	Rockview
<b>GFE</b>	<b>Graterford East</b>	SMI	Smithfield
<b>GFW</b>	<b>Graterford West</b>	SMR	Somerset
GRE	Greensburg	WAM	Waymart

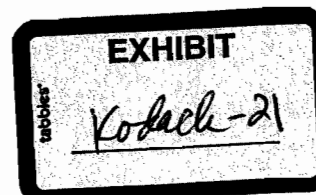


## Parole Violators With New Criminal Charges

- The Pennsylvania Supreme Court has ruled that if a defendant is being held in custody solely because of a warrant lodged by the Parole Board, and has otherwise met the requirements of bail on the new criminal charges, the time which he/she spent in custody shall be credited against his/her original sentence (backtime). This is known as backtime credit. If a defendant, however, remains incarcerated prior to trial because he failed to satisfy bail requirements on the new criminal charges, then the time spent in custody shall be credited to his/her new sentence. (ref Gaito v. PBPP).
- NOTE: Credit cannot be applied to both the new sentence and the backtime for the same period of time.
- A parole violator, convicted and sentenced to the same jurisdiction (PA Department of Corrections) for another offense, must serve his/her backtime and the new sentence in consecutive order. (ref Dorian v. Commonwealth)

## Parole Violators With New Criminal Charges

- A parole violator, convicted and sentenced to another jurisdiction (county or another state) for a new offense must serve his/her new sentence prior to serving backtime.
- If the sentence for the new conviction is to a jurisdiction other than one from which the inmate was paroled, then he/she must serve the new sentence first and the backtime last.
- Backtime- The amount of time, usually expressed in years, months, and days, that is derived by the PA Board of Probation and Parole by subtracting the inmate's actual date of parole from his/her original date of maximum expiration.



DEF000936

## Parole Violators With New Criminal Charges

- **Custody for Return**
  - Custody for Return or Effective Date of PV Return = The date established by the Board of Probation and Parole and reported on the Recommitment Order indicating when the inmate started to serve his/her backtime.
- **Recomputed Maximum**
  - New PV Maximum Date = The date that results when the inmate's backtime owed is added to the effective date of PV return.
- **FOR INFORMATIONAL PURPOSES ONLY** - The sole responsibility for the computation of Parole Violator Backtime rests with the PA Board of Probation and Parole.

## Basic Convicted Parole Violator Formula

### • BASIC CONVICTED PAROLE VIOLATOR EXAMPLE

This calculation is used to adjust the maximum expiration date of the sentence.

Original Expiration of Maximum	03-28-2000
- Parole Date	- 04-18-1999
= Backtime	= 11 months 10 days
Effective Date of PV Return	07-13-1999
+ Backtime	+ 11 months 10 days
= New PV Maximum Date	= 06-23-2000

(14)

## Convicted Parole Violator Narrative

- On 02-24-1998 Inmate Jackson was sentenced to a term of 1 to 2 years for Aggravated Indecent Assault. The effective date of this sentence was 02-24-1998, with a minimum date of 02-24-1999 and a maximum date of 02-24-2002.
- Inmate Jackson was paroled on 02-28-1999.
- On 03-01-1999 Inmate Jackson was arrested and charged with Simple Assault. The same day the Parole Agent lodged a PBPP warrant to commit and detain on Jackson.
- Jackson was sentenced on 03-15-1999 on the charge of Simple Assault and sentenced to serve 3 months to 6 months in a county prison. Jackson was granted County Parole on 05-15-1999.
- The State Board of Probation and Parole then recommitted Inmate Jackson as a Convicted Parole Violator. On his Recommit Action (PBPP-39) the board gave Inmate Jackson 11 months, 26 days backtime owed, Custody for Return Date of 05-15-1999. Inmate Jackson's new PV Maximum Date is 05-11-2000.

## How Backtime and New PV Maximum are Computed

For backtime owed	Year	Month	Day
Original Maximum Date	2000	2	24
<u>- Date Paroled</u>	<u>- 1999</u>	<u>2</u>	<u>28</u>
Backtime Owed		11	26

To get new PV Maximum	Year	Month	Day
Custody for Return Date	1999	5	15
<u>+ Backtime Owed</u>	<u>+</u>	<u>11</u>	<u>26</u>
New PV Maximum	1999	16	41 or
	2000	5	11

- Recomputed Maximum Date is 05-11-2000.

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## Convicted Parole Violator Narrative

- On 02-24-1998 Inmate Jackson was sentenced to a term of 1 to 2 years for Aggravated Indecent Assault. The effective date of this sentence was 02-24-1998, with a minimum date of 02-24-1999 and a maximum date of 02-24-2002.
- Inmate Jackson was paroled on 02-28-1999.
- On 03-01-1999 Inmate Jackson was arrested and charged with Simple Assault. The same day the Parole Agent lodged a PBPP warrant to commit and detain on Jackson.
- Jackson was sentenced on 03-15-1999 on the charge of Simple Assault and sentenced to serve 3 months to 6 months in a county prison. Jackson was granted County Parole on 05-15-1999.
- The State Board of Probation and Parole then recommitted Inmate Jackson as a Convicted Parole Violator. On his Recommit Action (PBPP-39) the board gave Inmate Jackson 11 months, 26 days backtime owed. Custody for Return Date of 05-15-1999. Inmate Jackson's new PV Maximum Date is 05-11-2000.

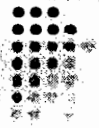
## How Backtime and New PV Maximum are Computed

For backtime owed	Year	Month	Day
Original Maximum Date	2000	2	24
- Date Paroled	- 1999	2	28
Backtime Owed		11	26

To get new PV Maximum	Year	Month	Day
Custody for Return Date	1999	5	15
+ Backtime Owed		11	26
New PV Maximum	1999	16	41 or
	2000	5	11

- Recomputed Maximum Date is 05-11-2000.

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- 
- Attachment 9-D PBPP Warrant to Commit and Detain (PBPP-141).
  - Attachment 9-E PBPP Recommitment Action (PBPP-39) indicating backtime owed on original sentence, conviction resulting in recommitment, custody for, return date, and new PV maximum.
  - Attachment 9-F DC-16D Sentence Status Summary to include recommitment calculation.

## Complex Sentences



- Precommitment Credit
- The calculation and application of commitment credit is governed by 42 Pa.C.S.A. § 9760, Credit for Time Served and Pa.R.Crim.P. 705, Imposition of Sentence: Computation and Service.
- 42 Pa.C.S.A. § 9760, Credit for Time Served provides:
  - Credit against the maximum term and any minimum term shall be given to the defendant for all time spent in custody as the result of the criminal charge for which a prison sentence is imposed or as the result of the conduct on which such charge is based. Credit shall include credit for all time spent in custody prior to trial, pending sentence, and pending the resolution of an appeal.

15

Credit Issues:

When checking file in and when doing release checklist or anyother verification of sentence structure:

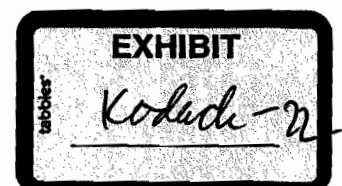
Check date of arrest on Rap sheet for the OTNs of current sentences, if credit date is before arrest date, need to contact county to determine dates sat in custody on that OTN.

Check dates of sentence of other sentences to verify that credit isn't past date of sentence of current sentence or any sentences imposed prior to any other sentences.

Check every commitment order and verify calculation, Westmoreland and Montgomery county often provide long form that has discrepancies between 300B and long form. When in doubt check with the County when the two differ.

If it is a county sentence, the county provides the calculation and we go by their calculation, using their effective dates, min/max etc. Same goes for a county PVCO sentence. Cannot have credit on state sentence after effective date of a county sentence or a county PVCO sentence. When in doubt ask.

Double Dip (everyone should know by now what that is)



DEF000934

DC-16D

## SENTENCE STATUS SUMMARY

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS

## 1. SENTENCE SUMMARY

MR. MERROW CRS

Class of Sentence	<input type="checkbox"/> DEFINITE	<input checked="" type="checkbox"/> INDEFINITE	<input type="checkbox"/> GENERAL	<input type="checkbox"/> LIFE	<input type="checkbox"/> COMMUTED LIFE	<input type="checkbox"/> EXEC						
Date	County	Number, Term Court, Indictment	Type Sent	Minimum			Maximum			Judge	Offense	
Y	M	D	Y	M	D	Y	M	D				
1-25-96	PHILADELPHIA	CP#0033;3/95		5			10			ALBERT DEFINO	ROBBERY	M64
1-25-96	PHILADELPHIA	CP#0033;3/95	CS	1			2			DEFINO	VUFA	M64
Continued From DC#		Plea	Total Sentence:						Commitment Credit			
		NOT GUILTY	6				12		FROM 1-26-95.			
Fines			Costs				Restitution					
Summary or Remarks on Sentence												

## 2. DATES SECTION

Item	Original	Change #1	Change #2	Change #3	Change #4	Change
DATE OF RECEPTION	1-29-96					
EFFECTIVE DATE	1-26-95					
EXPIRATION OF MINIMUM	1-26-2001					
EXPIRATION OF MAXIMUM	1-26-2007					
EFFECTIVE DATE - PV	XXXXXX					
DELINQUENT TIME	XXXXXX					
BACKTIME	XXXXXX					
NEW MAXIMUM - PV	XXXXXX					
SENTENCE CHANGE	XXXXXX					
BASIS FOR CHANGE	XXXXXX					
NEW SENTENCE	XXXXXX					
1st Release: Method—Inst.—Date		2nd Release: Method—Inst.—Date		3rd Release: Method—Inst.—Date		4th Release: Method—Inst.—Date

## 3. REFERENCES AND IDENTIFICATION

1st Admission: Inst.—Date C/EDCC 1-29-96		2nd Admission: Inst.—Date T/CDCC 2-2-96		3rd Admission: Inst.—Date		4th Admission: Inst.—Date	
Prosecuting Police Department PHILA. PD			Place of Birth PHILADELPHIA, PA			Date of Birth 4-3-75	Marital Status SINGLE
DC Number CX-8799		PBPP Number	SIO Number 21714127	Name JESSUP, KEVIN		<input type="checkbox"/> TN	<input type="checkbox"/> ALIAS

EXHIBIT

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(OVER)

DEF001001

SYS073P	C O U R T H I S T O R Y	(CHF1,	01/13/04
PID 750487		SID 00000000	
NAME- JESSUP, KEVIN		POLICE NO 750487	
01325 S RINGGOLD ST		BIRTH DATE 04/13/75	
PHILA PA 19146		SEX- M RACE- WHITE	

CRIMINAL CONSPIRACY                  WAIVER GUIL SENT. IMP.    SENTENCE SUSPENDED

\*\*\*\*\*  
DC01-17-051945 CP#0112-1361 1/1 JUD-FLEISHER,L ARST-09/25/01 SNT-03/11/02  
ATTY SCIOLLA GUY -

MFG/DEL/POSS W/I M/D C S	NOLLE	PROS
CARRY FIREARMS W/O LIC	NOLLE	PROS
CAR FIRE ARMS PUB ST/PL	NOLLE	PROS
POSS ARMS-CONV CRIM VIOL	NOLLE	PROS
POSS INSTRUMENTS CRIME	NOLLE	PROS
KNOW/POSS CONTROLLED SUB	NOLLE	PROS

\*\*\*\*\*  
DC93-17-026139 MC#9306-1946 1/1 JUD-MEKEL,E ARST-06/24/93 SNT-08/10/93  
ATTY DEFENDER ASSOC. -  
MORE...

PF1 HELP PF3 ALIAS PF5 CLEAR PF7 SCROLL BACK PF8 SCROLL FORWARD PF12 EXIT



SYS073P

C O U R T H I S T O R Y (CHF1)

01/13/04

PID 750487

SID 00000000

NAME- JESSUP, KEVIN

POLICE NO 750487

01325 S RINGGOLD ST

BIRTH DATE 04/13/75

PHILA PA 19146

SEX- M RACE- WHITE

CAR FIRE ARMS PUB ST/PL DISM/DISCH LACK EVID/WI

POSS INSTRU CRIME WEAPON DISM/DISCH LACK EVID/WI

CARRY FIREARMS W/O LIC DISM/DISCH LACK EVID/WI

\*\*\*\*\*

DC95-17-003908 MC#9501-3038 1/1 JUD-ROBBINS,H

ARST-01/26/95 SNT-02/24/95

ATTY DEFENDER ASSOC. #

ROBBERY HELD FOR COURT

THEFT REC STOLEN PROPERT HELD FOR COURT

RECKLS ENDANG PERSON HELD FOR COURT

CARRY FIREARMS W/O LIC HELD FOR COURT

POSS INSTRU CRIME WEAPON HELD FOR COURT

PROHIBITED OFFENSIVE WEA HELD FOR COURT

THEFT UNL TAK/DISP HELD FOR COURT

SIMPLE ASSAULT HELD FOR COURT

MORE...

PF1 HELP PF3 ALIAS PF5 CLEAR PF7 SCROLL BACK PF8 SCROLL FORWARD PF12 EXIT

DEF001005

SYS073P COJRT HISTORY (CHF1) 01/13/0.  
PID 750487 SID 00000000  
NAME- JESSUP, KEVIN POLICE NO 750487  
01325 S RINGGOLD ST BIRTH DATE 04/13/75  
PHILA PA 19146 SEX- M RACE- WHITE

-----  
CNTRL NO. CHARGE PLEA VERDICT  
-----  
910905836201 RETAIL THEFT DISCHARGED LOP  
-----  
P R E S E N T E N C E A N D P S Y C H I A T R I C R E P O R T I N F O .  
MICRO PRE-SENTENCE PSYCHIATRIC  
FILM# REC. CNTRL# JUDGE COMPLETION DT COMPLETN DT  
-----  
952304 CP9503-0033 1/1 DEFINO,A 08/18/95 08/09/95

END OF INFO. C-CONCURRENT, M-MERGED, S-CONSECUTIVE, O-CONSOLIDATED  
PF1 HELP PF3 ALIAS PF5 CLEAR PF7 SCROLL BACK PF8 SCROLL FORWARD PF12 EXIT

DEF001007

EXHIBIT

Karamo-5

DC-16D.

## SENTENCE STATUS SUMMARY

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS

1. SENTENCE SUMMARY														MR. MERROW CRS	
Class of Sentence	<input type="checkbox"/> DEFINITE	<input checked="" type="checkbox"/> INDEFINITE	<input type="checkbox"/> GENERAL	<input type="checkbox"/> LIFE	<input type="checkbox"/> COMMUTED LIFE	<input type="checkbox"/> EXECU									
Date	County	Number, Term Court, Indictment	Type Sent	Minimum			Maximum			Judge	Offense	O.T.N.			
				Y	M	D	Y	M	D						
1-25-96	PHILADELPHIA	CP#0033;3/95		5			10			ALBERT					
1-25-96	PHILADELPHIA	CP#0033;3/95	CS	1			2			DEFINO	ROBBERY	M64			
										DEFINO	VUFA	M64			
Continued From DC#		Plea	NOT GUILTY		Total Sentence:		6	12		Commitment Credit FROM 1-26-95.					
Fines		Costs		Restitution											
Summary or Remarks on Sentence															

2. DATES SECTION						
Item	Original	Change #1	Change #2	Change #3	Change #4	Change #
DATE OF RECEPTION	1-29-96	10-22-2001				
EFFECTIVE DATE	1-26-95	1-26-95				
EXPIRATION OF MINIMUM	1-26-2001	1-26-2001				
EXPIRATION OF MAXIMUM	1-26-2007	1-26-2007				
EFFECTIVE DATE - PV	XXXXX	PVP				
DELINQUENT TIME	XXXXX					
BACKTIME	XXXXX					
NEW MAXIMUM - PV	XXXXX					
SENTENCE CHANGE	XXXXX					
BASIS FOR CHANGE	XXXXX					
NEW SENTENCE	XXXXX					
1st Release: Method—Inst.—Date	2nd Release: Method—Inst.—Date	3rd Release: Method—Inst.—Date	4th Release: Method—Inst.—Date			
P/EDCC - CoA - 4-9-01						

3. REFERENCES AND IDENTIFICATION							
1st Admission: Inst.—Date		2nd Admission: Inst.—Date		3rd Admission: Inst.—Date		4th Admission: Inst.—Date	
C/EDCC 1-29-96		T/CDCC 2-2-96		4-18-96 540T		T/COA 1-22-02	
Prosecuting Police Department		Place of Birth		Date of Birth		Marital Status R-S	
PHILA. PD		PHILADELPHIA, PA		4-3-75		SINGLE B/M	
DC Number	PBPP Number	SID Number	Name				
CX-8799	491A5	21714127	JESSUP, KEVIN				

(OVER)

820

DEPOSITION  
EXHIBIT  
Kodak 24

## 5. ACTIONS: BOARD OF PARDONS

## 6. DETAINERS

## 7. SELECTIVE SERVICE SYSTEM CONTROLS

## 8. UNITED STATES IMMIGRATION AND NATURALIZATION SERVICE CONTROLS

### 9. NOTIFY IN EVENT OF ILLNESS OR DEATH

10. REMARKS - ATA - ETC.

DEF000979

DC-16E	COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF CORRECTIONS
SENTENCE STATUS SUMMARY	

## 1. REFERENCES AND IDENTIFICATION

DOC Number CX8799	Commitment Name KEVIN JESSUP	PBPP No 496AS	SID No 21714127	FBI Number 511135TA5	Phila Photo # 750487
Date of Birth 04/03/1975	Place of Birth PHILADELPHIA PA USA	Race B		Sex M	

## 2. SENTENCE SUMMARY

Sent Date	County	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
01/25/1996	PHILADELPHIA	CP#0033/9503		5			10		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	ROBBERY (GENERAL)								
01/25/1996	PHILADELPHIA	CP#0033/9503	CS	1			2		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	VUFA								

Controlling Minimum Date	01/26/2001		Reentered from Previous DOC#	
Controlling Maximum Date	01/26/2007		New Maximum - PV	

## Non-incarcerated Offenses

01/25/1996, PHILADELPHIA, CP#0033/9503, DEFINO,ALBERT  
 VUFA(6106),PIC,T/T,REAP,C/CONSP.-GUILTY W/O FURTHER PENALTY POW-NOT GUILTY THEFT,RSP,S/A-MERGES  
 Comments:

## Summary or Remarks on Sentence

CONVERSION FROM 16D TO 16E TO MAKE INMATE PVP AND ADD FEDERAL DETAINER

## 3. SENTENCE STRUCTURE

Commitment Credit FROM 1-26-95 TO 1-25-96				
Item	Computation 1	Computation 2		
Indictments Included	CP#0033/9503 CP#0033/9503			
Effective Date	01/26/1995			
Expiration of Minimum	01/26/2001			
Expiration of Maximum	01/26/2007			
Custody for Return - PV				
Delinquent Time				
Backtime Credit				
Backtime Owed				
New Maximum - PV				
Sentence Computation Date	02/12/1996			
Basis for Computation	PVP			
Total Sentence	6Y - 12Y			
Status	Pending			

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#### 4. DETAINERS

Number	Date	From	Indict-Warrant Nos.	OTN	Type
1	09/26/2002	USMS EASTERN	CR# 02-32-01		Execution

Detainer Remarks		
Detainer #	Date Deleted	Remarks: (for those deleted since last DC16)
None:		

#### 5. PRIOR DOC NUMBERS

None									
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#### 6. FINES, COSTS AND RESTITUTION AT TIME OF RECEPTION

Date	County	Indictment	Fines	Costs	Restitution
01/25/1996	PHILADELPHIA	CP#0033/9503		\$191.00	

#### 7. ACTIONS: BOARD OF PARDONS

Decision Date	File Number	Action	Comments

Last Modified by: wcarta

6



# COMMONWEALTH OF PENNSYLVANIA

## DC16E - SENTENCE STATUS SUMMARY DEPARTMENT OF CORRECTIONS

Name: Kevin Jessup

Inmate #: CX8799

Closed Version 2 Dated 12/19/2003 3:06:06 PM

**1. REFERENCES AND IDENTIFICATION**

<b>DOC #</b> CX8799	<b>Commitment Name</b> KEVIN JESSUP	<b>PBPP #</b> 496AS	<b>SID #</b> 21714127	<b>FBI #</b> 511135TA5	<b>Phila Photo #</b> 750487
<b>DOB</b> 04/03/1975	<b>Place of Birth</b> PHILADELPHIA PA USA			<b>Race</b> B	<b>Sex</b> M

**2. SENTENCE SUMMARY**

Sent Date	County/State/Federal	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
01/25/1996	Philadelphia	CP0033/9503		5			10		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC3701 - ROBBERY (GENERAL)								
01/25/1996	Philadelphia	CP0033/9503	CS	1			2		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC6108 - CARRY FIREARM IN PUBLIC-PHILADELPHIA								

<b>Reception Date</b>	10/22/2001	<b>Reentered from DOC #</b>	
<b>Controlling Minimum Date</b>	01/26/2001	<b>New Maximum - PV</b>	02/16/2008
<b>Controlling Maximum Date</b>	01/26/2007	<b>True Minimum Expiry Date</b>	
<b>RRRI Minimum Expiry Date</b>			

**Summary or Remarks on Sentence**

<b>Remarks</b>	Version 2 created due to inmate being recommitted as a Technical Convicted Parole Violator (TCV). Sentence recomputed in accordance with PBPP Form 39 dated 12/02/2003.
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**3. SENTENCE STRUCTURE**

<b>Commitment Credit</b>
Computation 1 CP0033/9503 : 01/26/1995 to 01/25/1996

<b>Remarks</b>	
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**Bail/Escapes/Interruption Time Data**

None
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Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:2 Dated 12/19/2003 3:06:06 PM

## 3. SENTENCE STRUCTURE (Cont'd)

Item	Computation 1			
Indictments Included	CP0033/9503 CP0033/9503			
Eff Date	01/26/1995			
Expiration of Minimum	01/26/2001			
Expiration of Maximum	01/26/2007			
Custody for Return - PV	09/23/2002	<i>Kevin Jessup came up w/ this date, when he was arrested on 9/26/01 and put in</i>		
Delinquent Time		<i>300 days in 2001</i>		
Backtime Credit	4M24D	<i>W does not know how this is calc.</i>		
Backtime Owed	5Y4M23D	<i>W does not know how this is calc.</i>		
New Maximum - PV	02/16/2008			
Sentence Computation Date	12/19/2003			
Basis for Computation	TCV			
Total Sentence	6Y - 12Y			
Status	Active			

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:2 Dated 12/19/2003 3:06:06 PM

## 4. NON-INCARCERATED OFFENSES

Sent Date	County/State/Federal	Indictments
01/25/1996	Philadelphia	CP0033/9503
Description:	VUFA(6106),PIC,T/T,REAP,C/CONSP.-GUILTY W/O FURTHER PENALTY POW-NOT GUILTY THEFT,RSP,S/A-MERGES	
Comments		

## 5. DETAINERS

Detainer#	Date	Agency	Agency Identification	OTN	Type
1	09/26/2002	Usms Eastern	Cr# 02-32-01		Federal
Charges	- 162 M To 162 M				

## Deleted Detainers (For those deleted since last DC16)

Detainer#	Date Deleted	Agency	Agency Identification	OTN	Type
None					
Remarks	None				

## 6. PRIOR DOC NUMBERS

None									
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## 7. ACTIONS: BOARD OF PARDONS

Decision Date	File Number	Action	Comments
None			

Last Modified By: Young, Don F

Signed Off By: Stahl, James N

Institution: Frackville



# COMMONWEALTH OF PENNSYLVANIA

## DC16E - SENTENCE STATUS SUMMARY DEPARTMENT OF CORRECTIONS

Name: Kevin Jessup

Inmate #: CX8799

Closed Version 3 Dated 6/27/2007 3:13:38 PM

**1. REFERENCES AND IDENTIFICATION**

<b>DOC #</b> CX8799	<b>Commitment Name</b> KEVIN JESSUP	<b>PBPP #</b> 496AS	<b>SID #</b> 21714127	<b>FBI #</b> 511135TA5	<b>Phila Photo #</b> 750487
<b>DOB</b> 04/03/1975	<b>Place of Birth</b> PHILADELPHIA PA USA	<b>Race</b> B			<b>Sex</b> M

**2. SENTENCE SUMMARY**

Sent Date	County/State/Federal	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
01/25/1996	Philadelphia	CP0033/9503		5			10		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC3701 - ROBBERY (GENERAL)								
01/25/1996	Philadelphia	CP0033/9503	CS	1			2		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC6108 - CARRY FIREARM IN PUBLIC-PHILADELPHIA								

<b>Reception Date</b>	10/22/2001	<b>Reentered from DOC #</b>	
<b>Controlling Minimum Date</b>	01/26/2001	<b>New Maximum - PV</b>	
<b>Controlling Maximum Date</b>	01/26/2007	<b>True Minimum Expiry Date</b>	
<b>RRRI Minimum Expiry Date</b>			

**Summary or Remarks on Sentence**

<b>Remarks</b>	Version 3 created due to board action dated 6/25/2007 to remove TCV status and reflect inmate is now serving as a PVP. Inmate will return to the custody of the U.S. Marshals prior to serving PBPP backtime.
	Version 2 created due to inmate being recommitted as a Technical Convicted Parole Violator (TCV). Sentence recomputed in accordance with PBPP Form 39 dated 12/02/2003.

**3. SENTENCE STRUCTURE**

<b>Commitment Credit</b>
Computation 2 CP0033/9503 : 01/26/1995 to 01/25/1996

<b>Remarks</b>	

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:3 Dated 6/27/2007 3:13:38 PM

**Bail/Escapes/Interruption Time Data**

None

Item	Computation 2			
<b>Indictments Included</b>	CP0033/9503 CP0033/9503			
<b>Eff Date</b>	01/26/1995			
<b>Expiration of Minimum</b>	01/26/2001			
<b>Expiration of Maximum</b>	01/26/2007			
<b>Custody for Return - PV</b>				
<b>Delinquent Time</b>				
<b>Backtime Credit</b>				
<b>Backtime Owed</b>				
<b>New Maximum - PV</b>				
<b>Sentence Computation Date</b>	06/27/2007			
<b>Basis for Computation</b>	PVP			
<b>Total Sentence</b>	6Y - 12Y			
<b>Status</b>	Pending			

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:3 Dated 6/27/2007 3:13:38 P

#### 4. NON-INCARCERATED OFFENSES

Sent Date	County/State/Federal	Indictments
01/25/1996	Philadelphia	CP0033/9503
Description:	VUFA(6106),PIC,T/T,REAP,C/CONSP.-GUILTY W/O FURTHER PENALTY POW-NOT GUILTY THEFT,RSP,S/A-MERGES	
Comments		

#### 5. DETAINERS

Detainer#	Date	Agency	Agency Identification	OTN	Type
1	09/26/2002	USMS EASTERN	CR# 02-32-01		Federal
Charges	- 162 M To 162 M				

#### Deleted Detainers (For those deleted since last DC16)

Detainer#	Date Deleted	Agency	Agency Identification	OTN	Type
None					
Remarks	None				

#### 6. PRIOR DOC NUMBERS

None									
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#### 7. ACTIONS: BOARD OF PARDONS

Decision Date	File Number	Action	Comments
None			

Last Modified By: Kodack, Michelle L

Signed Off By: Fobia, Christina M

Institution: Coal Township



# COMMONWEALTH OF PENNSYLVANIA

## DC16E - SENTENCE STATUS SUMMARY DEPARTMENT OF CORRECTIONS

Name: Kevin Jessup

Inmate #: CX8799

Closed Version 4 Dated 4/21/2009 10:05:54 AM

**1. REFERENCES AND IDENTIFICATION**

<b>DOC #</b> CX8799	<b>Commitment Name</b> KEVIN JESSUP	<b>PBPP #</b> 496AS	<b>SID #</b> 21714127	<b>FBI #</b> 511135TA5	<b>Phila Photo #</b> 750487
<b>DOB</b> 04/03/1975	<b>Place of Birth</b> PHILADELPHIA PA USA	<b>Race</b> B		<b>Sex</b> M	

**2. SENTENCE SUMMARY**

Sent Date	County/State/Federal	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
01/25/1996	Philadelphia	CP0033/9503		5			10		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC3701 - ROBBERY (GENERAL)								
01/25/1996	Philadelphia	CP0033/9503	CS	1			2		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC6108 - CARRY FIREARM IN PUBLIC-PHILADELPHIA								

<b>Reception Date</b>	04/15/2009	<b>Reentered from DOC #</b>	
<b>Controlling Minimum Date</b>	01/26/2001	<b>New Maximum - PV</b>	
<b>Controlling Maximum Date</b>	01/26/2007	<b>True Minimum Expiry Date</b>	
<b>RRRI Minimum Expiry Date</b>			

**Summary or Remarks on Sentence**

<b>Remarks</b>	<p>VERSION 4 CREATED TO SHOW PVP STATUS</p> <p>Version 3 created due to board action dated 6/25/2007 to remove TCV status and reflect inmate is now serving as a PVP. Inmate will return to the custody of the U.S. Marshals prior to serving PBPP backtime.</p> <p>Version 2 created due to inmate being recommitted as a Technical Convicted Parole Violator (TCV). Sentence recomputed in accordance with PBPP Form 39 dated 12/02/2003.</p>
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**3. SENTENCE STRUCTURE**

<b>Commitment Credit</b>	
<b>Computation 3</b>	CP0033/9503 : 01/26/1995 to 01/25/1996
<b>Remarks</b>	

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:4 Dated 4/21/2009 10:05:54 /

**Bail/Escapes/Interruption Time Data**

None

Item	Computation 3			
Indictments Included	CP0033/9503 CP0033/9503			
Eff Date	01/26/1995			
Expiration of Minimum	01/26/2001			
Expiration of Maximum	01/26/2007			
Custody for Return - PV				
Delinquent Time				
Backtime Credit				
Backtime Owed				
New Maximum - PV				
Sentence Computation Date	04/16/2009			
Basis for Computation	PVP			
Total Sentence	6Y - 12Y			
Status	Pending			



Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:4 Dated 4/21/2009 10:05:54 AM

## 4. NON-INCARCERATED OFFENSES

Sent Date	County/State/Federal	Indictments
01/25/1996	Philadelphia	CP0033/9503
Description:	VUFA(6106),PIC,T/T,REAP,C/CONSP.-GUILTY W/O FURTHER PENALTY POW-NOT GUILTY THEFT,RSP,S/A-MERGES	
Comments		

## 5. DETAINERS

Active Detainers					
Detainer#	Date	Agency	Agency Identification	OTN	Type
Charges	None				

Deleted Detainers (For those deleted since last DC16)					
Detainer#	Date Deleted	Agency	Agency Identification	OTN	Type
1	7/19/2007	USMS EASTERN	CR# 02-32-01		Federal
Remarks	INMATE RELEASED TO THIS DETAINER				

## 6. PRIOR DOC NUMBERS

None									
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## 7. ACTIONS: BOARD OF PARDONS

Decision Date	File Number	Action	Comments
None			

Last Modified By: Herbst, Deborah K

Signed Off By: Kodack, Michelle L

Institution: Coal Township





# COMMONWEALTH OF PENNSYLVANIA

## DC16E - SENTENCE STATUS SUMMARY DEPARTMENT OF CORRECTIONS

Name: Kevin Jessup

Inmate #: CX8799

Closed Version 5 Dated 5/1/2009 10:26:44 AM

**1. REFERENCES AND IDENTIFICATION**

<b>DOC #</b> CX8799	<b>Commitment Name</b> KEVIN JESSUP	<b>PBPP #</b> 496AS	<b>SID #</b> 21714127	<b>FBI #</b> 511135TA5	<b>Phila Photo #</b> 750487
<b>DOB</b> 04/03/1975	<b>Place of Birth</b> PHILADELPHIA PA USA	<b>Race</b> B		<b>Sex</b> M	

**2. SENTENCE SUMMARY**

Sent Date	County/State/Federal	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
01/25/1996	Philadelphia	CP0033/9503		5			10		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC3701 - ROBBERY (GENERAL)								
01/25/1996	Philadelphia	CP0033/9503	CS	1			2		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC6108 - CARRY FIREARM IN PUBLIC-PHILADELPHIA								

<b>Reception Date</b>	04/15/2009	<b>Reentered from DOC #</b>	
<b>Controlling Minimum Date</b>	01/26/2001	<b>New Maximum - PV</b>	09/06/2014
<b>Controlling Maximum Date</b>	01/26/2007	<b>True Minimum Expiry Date</b>	
<b>RRRI Minimum Expiry Date</b>			

**Summary or Remarks on Sentence**

<b>Remarks</b>	<p>VERSION 5 CREATED TO SHOW TCV STATUS ACCORDING TO PBPP            VERSION 4 CREATED TO SHOW PVP STATUS            Version 3 created due to board action dated 6/25/2007 to remove TCV status and reflect inmate is now serving as a PVP. Inmate will return to the custody of the U.S. Marshals prior to serving PBPP backtime.</p> <p>Version 2 created due to inmate being recommitted as a Technical Convicted Parole Violator (TCV). Sentence recomputed in accordance with PBPP Form 39 dated 12/02/2003.</p>
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**3. SENTENCE STRUCTURE**

<b>Commitment Credit</b>	
<b>Computation 4</b>	CP0033/9503 : 01/26/1995 to 01/25/1996
<b>Remarks</b>	

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:5 Dated 5/1/2009 10:26:44 AM

**Bail/Escape/Interruption Time Data**

None

Item	Computation 4			
Indictments Included	CP0033/9503 CP0033/9503			
Eff Date	01/26/1995			
Expiration of Minimum	01/26/2001			
Expiration of Maximum	01/26/2007			
Custody for Return - PV	04/14/2009			
Delinquent Time				
Backtime Credit	147D			
Backtime Owed	1971D			
New Maximum - PV	09/06/2014			
Sentence Computation Date	04/28/2009			
Basis for Computation	TCV			
Total Sentence	6Y - 12Y			
Status	Active			

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:5 Dated 5/1/2009 10:26:44 A

## 4. NON-INCARCERATED OFFENSES

Sent Date	County/State/Federal	Indictments
01/25/1996	Philadelphia	CP0033/9503
<b>Description:</b>	VUFA(6106),PIC,T/T,REAP,C/CONSP.-GUILTY W/O FURTHER PENALTY POW-NOT GUILTY THEFT,RSP,S/A-MERGES	
<b>Comments</b>		

## 5. DETAINERS

Active Detainers					
Detainer#	Date	Agency	Agency Identification	OTN	Type
Charges	None				

Deleted Detainers (For those deleted since last DC16)					
Detainer#	Date Deleted	Agency	Agency Identification	OTN	Type
None					
Remarks	None				

## 6. PRIOR DOC NUMBERS

None									
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## 7. ACTIONS: BOARD OF PARDONS

Decision Date	File Number	Action	Comments
None			

Last Modified By: Herbst, Deborah K

Signed Off By: Kodack, Michelle L

Institution: Coal Township



# COMMONWEALTH OF PENNSYLVANIA

## DC16E - SENTENCE STATUS SUMMARY DEPARTMENT OF CORRECTIONS

Name: Kevin Jessup

Inmate #: CX8799

Closed Version 6 Dated 7/30/2009 2:36:10 PM

**1. REFERENCES AND IDENTIFICATION**

<b>DOC #</b> CX8799	<b>Commitment Name</b> KEVIN JESSUP	<b>PBPP #</b> 496AS	<b>SID #</b> 21714127	<b>FBI #</b> 511135TA5	<b>Phila Photo #</b> 750487
<b>DOB</b> 04/03/1975	<b>Place of Birth</b> PHILADELPHIA PA USA			<b>Race</b> B	<b>Sex</b> M

**2. SENTENCE SUMMARY**

Sent Date	County/State/Federal	Indictments	Sent Type	Minimum			Maximum		
				Y	M	D	Y	M	D
01/25/1996	Philadelphia	CP0033/9503		5			10		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC3701 - ROBBERY (GENERAL)								
01/25/1996	Philadelphia	CP0033/9503	CS	1			2		
Plea:	Found Guilty	OTN: M6413794	Judge: DEFINO,ALBERT						
Offense:	CC6108 - CARRY FIREARM IN PUBLIC-PHILADELPHIA								

<b>Reception Date</b>	04/15/2009	<b>Reentered from DOC #</b>	
<b>Controlling Minimum Date</b>	01/26/2001	<b>New Maximum - PV</b>	07/14/2009
<b>Controlling Maximum Date</b>	01/26/2007	<b>True Minimum Expiry Date</b>	
<b>RRRI Minimum Expiry Date</b>			

**Summary or Remarks on Sentence**

<b>Remarks</b>	Version 6 created to show modified TCV calculation per PBPP39. VERSION 5 CREATED TO SHOW TCV STATUS ACCORDING TO PBPP VERSION 4 CREATED TO SHOW PVP STATUS Version 3 created due to board action dated 6/25/2007 to remove TCV status and reflect inmate is now serving as a PVP. Inmate will return to the custody of the U.S. Marshals prior to serving PBPP backtime. Version 2 created due to inmate being recommitted as a Technical Convicted Parole Violator (TCV). Sentence recomputed in accordance with PBPP Form 39 dated 12/02/2003.
----------------	--

**3. SENTENCE STRUCTURE**

<b>Commitment Credit</b>	
<b>Computation 5</b>	CP0033/9503 : 01/26/1995 to 01/25/1996
<b>Remarks</b>	



Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:6 Dated 7/30/2009 2:36:10 PM

**Bail/Escapes/Interruption Time Data**

None

Item	Computation 5			
Indictments Included	CP0033/9503 CP0033/9503			
Eff Date	01/26/1995			
Expiration of Minimum	01/26/2001			
Expiration of Maximum	01/26/2007			
Custody for Return - PV	04/14/2009			
Delinquent Time				
Backtime Credit	2027D			
Backtime Owed	91D			
New Maximum - PV	07/14/2009			
Sentence Computation Date	07/30/2009			
Basis for Computation	TCV			
Total Sentence	6Y - 12Y			
Status	Active			

Name: Kevin Jessup

Inmate #: CX8799

Closed Version No:6 Dated 7/30/2009 2:36:10 P

#### 4. NON-INCARCERATED OFFENSES

Sent Date	County/State/Federal	Indictments
01/25/1996	Philadelphia	CP0033/9503
Description:	VUFA(6106),PIC,T/T,REAP,C/CONSP.-GUILTY W/O FURTHER PENALTY POW-NOT GUILTY THEFT,RSP,S/A-MERGES	
Comments		

#### 5. DETAINERS

Active Detainers					
Detainer#	Date	Agency	Agency Identification	OTN	Type
Charges	None				
Deleted Detainers (For those deleted since last DC16)					
Detainer#	Date Deleted	Agency	Agency Identification	OTN	Type
None					
Remarks	None				

#### 6. PRIOR DOC NUMBERS

None									
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#### 7. ACTIONS: BOARD OF PARDONS

Decision Date	File Number	Action	Comments
None			

Last Modified By: Kodack, Michelle L

Signed Off By: Kodack, Michelle L

Institution: Coal Township



**COMMONWEALTH OF PENNSYLVANIA  
BOARD OF PROBATION AND PAROLE**

Interstate Parole Services Division  
1101 South Front Street, Suite 5800  
Harrisburg, PA 17104-2538  
(717) 787-6134

April 2, 2009

SCI-COAL TOWNSHIP

Re: KEVIN JESSUP  
Inst. No. CX-8799  
Parole No. 496-AS

Dear Superintendent:

On \_\_\_\_\_, the above parole violator was lodged in your institution. Although his original maximum sentence was 1/26/2007, his maximum sentence is being extended due to:

- ☒ a new conviction
- ☒ a period of delinquency 06/15/2001

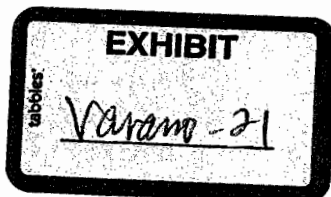
His new maximum sentence is:

- ☐ \_\_\_\_\_
- ☒ will be computed by the Board

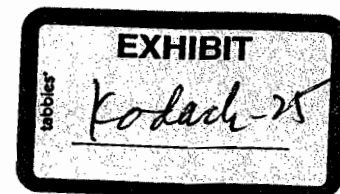
Sincerely,  
FOR THE BOARD

Kay Longenberger  
Director  
Interstate Parole Services

By: Raquel A. Coughlin  
Parole Manager



An Equal Employment Opportunity Employer  
Accredited by the Commission on Accreditation for Corrections



DEF001041



PBPP-30  
(Revised 02-04)

# ORDER TO RECOMMIT

## COMMONWEALTH OF PENNSYLVANIA BOARD OF PROBATION AND PAROLE

Name: KEVIN JESSUP

Inst. No: CX8799

Parole No: 496AS

District: CO - Central Office

SID: 21714127

Date Paroled: 04/09/2001

Inst Parole From: SCICT - SCI - Coal Township

Recommit To: SCICT - SCI - Coal Township

Status: ☒ TPV ☒ CPV

The above-named individual who was conditionally released on parole by the Pennsylvania Board of Probation and Parole has been found by the Board to have violated the conditions of parole. Therefore, the Board, by virtue of the authority conferred on it by law, orders said individual recommitted for further imprisonment for the remainder of the unexpired maximum term, or until otherwise released or discharged according to law.

### County, Bill & Term and OTN

County Name	OTN	Indictment Number	Minimum Date
PHILAD	M6413794	CP 950300033	01/26/2001
PHILAD	M6413794	CP 950300033	01/26/2001

### Parole Violation Date Calculation

Original Maximum Date: 01/26/2007

- Parole/Reparole/Delinquency/Board Warrant Date: 04/09/2001

+ Constructive Parole Time Added: 0D

- Confinement Time: 0D

- Backtime Credit: 147D

= Backtime Owed: 1971D

+ Custody for Return: 04/14/2009

= Recomputed Maximum Date: 09/06/2014

+ Escape Time: 0D

= New Maximum Date: 09/06/2014

#### Backtime Dates:

From	To	Time Period
09/26/2001	02/20/2002	147D

#### Time Lost Due to:

Delinquency:

0D

Service of Another Sentence:

0D

### Conviction(s) Resulting in Recommitment

#	Sentence Date	Sentence County	Indictment	Period	Type	Place of Confinement
2	11/24/2008	FEDERA - FEDERAL COUNTY	02CR00032-01	24 MONTHS		FED - FEDERAL
Parole/Release/Max Date: 04/14/2009 Confined: Y						
Comments: ORIGINALLY SENTENCED ON 9/23/2002 TO 162 MONTHS. CONVICTION & SENTENCE VACATED ON 11/21/2006 AND RESENTENCED ON 11/21/2006 TO 95 MONTHS. RE-SENTENCED AGAIN ON 11/24/2008 TO 24 MONTHS						

EXHIBIT

tabbies

Koback-26

DEF000945

Page 1 of 2

Last Modified Date and Time: 4/16/2009 3:35:57PM




 PBP-39  
 Revised (02-04)

MODIFIED

# ORDER TO RECOMMIT COMMONWEALTH OF PENNSYLVANIA BOARD OF PROBATION AND PAROLE

Name: KEVIN JESSUP

Inst. No: CX8799

Parole No: 496AS

District: CO - Central Office

SID: 21714127

Date Paroled: 04/09/2001

Inst Parole From: SCICT - SCI - Coal Township

Recommit To: SCICT - SCI - Coal Township

Status: ☒ TPV ☒ CPV

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## County, Bill & Term and OTN

County Name	OTN	Indictment Number	Minimum Date
PHILAD	M6413794	CP 950300033	01/26/2001
PHILAD	M6413794	CP 950300033	01/26/2001

## Parole Violation Date Calculation

Original Maximum Date: 01/26/2007  
 - Parole/Reparole/Delinquency/Board Warrant Date: 04/09/2001  
 + Prior Parole Liberty Forfeited: 0D  
 - Confinement Time: 0D  
 - Backtime Credit: 2027D  
 = Backtime Owed: 91D  
 + Custody for Return: 04/14/2009  
 = Recomputed Maximum Date: 07/14/2009  
 + Escape Time: 0D  
 = New Maximum Date: 07/14/2009  
 Backtime Dates:

From	To	Time Period
09/26/2001	02/20/2002	147D
02/20/2004	04/14/2009	1880D

Time Lost Due to:

Delinquency: 0D

Service of Another Sentence: 0D

## Conviction(s) Resulting in Recommitment

#	Sentence Date	Sentence County	Indictment	Period	Type	Place of Confinement
2	11/24/2008	FEDERA - FEDERAL COUNTY	02CR00032-01	24 MONTHS		FED - FEDERAL
Parole/Release/Max Date: 04/14/2009 Confined: Y Comments: ORIGINALLY SENTENCED ON 9/23/2002 TO 162 MONTHS. CONVICTION & SENTENCE VACATED ON 11/21/2006 AND RESENTENCED ON 11/21/2006 TO 95 MONTHS. RE-SENTENCED AGAIN ON 11/24/2008 TO 24 MONTHS						

61

Miscellaneous Notes

Note Conviction

GIVEN under the hand of the Pennsylvania Board of Probation and Parole this 07/29/2009

By The Board

*Cynthia R. Paul*

Board Secretary

Parole Number: 496AS  
Name: KEVIN JESSUP

Page 2 of 2  
Last Modified Date and Time: 7/29/2009 2:43:26PM

DEF000947



**COMMONWEALTH OF PENNSYLVANIA  
BOARD OF PROBATION AND PAROLE**

Interstate Parole Services Division  
1101 South Front Street, Suite 5800  
Harrisburg, PA 17104-2538  
(717) 787-6134

April 2, 2009

SCI-COAL TOWNSHIP

Re: KEVIN JESSUP  
Inst. No. CX-8799  
Parole No. 496-AS

Dear Superintendent:

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- ☒ a new conviction
- ☒ a period of delinquency 06/15/2001

His new maximum sentence is:

- ☐ \_\_\_\_\_
- ☒ will be computed by the Board

Sincerely,  
FOR THE BOARD

Kay Longenberger  
Director  
Interstate Parole Services

By: Raquel A. Coughlin  
Parole Manager



# ORDER TO RECOMMIT COMMONWEALTH OF PENNSYLVANIA BOARD OF PROBATION AND PAROLE

**Name:** KEVIN JESSUP **Inst. No:** CX8799 **Parole No:** 496AS  
**District:** CO - Central Office **SID:** 21714127 **Date Paroled:** 04/09/2001  
**Inst Parole From:** SCICT - SCI - Coal Township  
**Recommit To:** SCICT - SCI - Coal Township **Status:** ☒ TPV ☒ CPV

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## County, Bill & Term and OTN

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PHILAD	M6413794	CP 950300033	01/26/2001

## Parole Violation Date Calculation

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**- Parole/Reparole/Delinquency/Board Warrant Date:** 04/09/2001  
**+ Constructive Parole Time Added:** 0D  
**- Confinement Time:** 0D  
**- Backtime Credit:** 147D  
**= Backtime Owed:** 1971D  
**+ Custody for Return:** 04/14/2009  
**= Recomputed Maximum Date:** 09/06/2014  
**+ Escape Time:** 0D  
**= New Maximum Date:** 09/06/2014  
**Backtime Dates:**

From	To	Time Period
09/26/2001	02/20/2002	147D

**Time Lost Due to:**

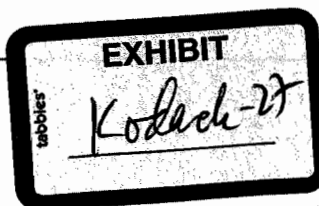
**Delinquency:** 0D  
**Service of Another Sentence:** 0D

## Conviction(s) Resulting in Recommitment

#	Sentence Date	Sentence County	Indictment	Period	Type	Place of Confinement
2	11/24/2008	FEDERA - FEDERAL COUNTY	02CR00032-01	24 MONTHS		FED - FEDERAL

**Parole/Release/Max Date:** 04/14/2009 **Confined:** Y

**Comments:** ORIGINALLY SENTENCED ON 9/23/2002 TO 162 MONTHS. CONVICTION & SENTENCE VACATED ON 11/21/2006 AND RESENTENCED ON 11/21/2006 TO 95 MONTHS. RE-SENTENCED AGAIN ON 11/24/2008 TO 24 MONTHS



PBPP-39  
Revised (02-04)

MODIFIED

## ORDER TO RECOMMIT

## COMMONWEALTH OF PENNSYLVANIA BOARD OF PROBATION AND PAROLE

Name: KEVIN JESSUP

Inst. No: CX8799

Parole No: 496AS

District: CO - Central Office

SID: 21714127

Date Paroled: 04/09/2001

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Recommit To: SCICT - SCI - Coal Township

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 - Confinement Time: 0D  
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 = Backtime Owed: 91D  
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 = Recomputed Maximum Date: 07/14/2009  
 + Escape Time: 0D  
 = New Maximum Date: 07/14/2009

## Backtime Dates:

From	To	Time Period
09/26/2001	02/20/2002	147D
02/20/2004	04/14/2009	1880D

## Time Lost Due to:

Delinquency: 0D

Service of Another Sentence: 0D

## Conviction(s) Resulting in Recommitment

#	Sentence Date	Sentence County	Indictment	Period	Type	Place of Confinement
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Comments: ORIGINALLY SENTENCED ON 9/23/2002 TO 162 MONTHS. CONVICTION & SENTENCE VACATED ON 11/21/2006 AND RESENTENCED ON 11/21/2006 TO 95 MONTHS. RE-SENTENCED AGAIN ON 11/24/2008 TO 24 MONTHS

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Last Modified Date and Time: 7/29/2009 2:43:25PM